

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AETC INSTRUCTION 21-104**

**28 DECEMBER 2010**

**LAUGHLIN AIR FORCE BASE**

**Supplement**

**31 AUGUST 2012**

**Maintenance**

**AIRCRAFT PLANNING AND SCHEDULING  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-1, *Air and Space Maintenance*, and establishes AETC policy and procedures for planning and scheduling flying training mission requirements. It applies to both maintenance and operations, including all flying training activities. Contractors must comply with this instruction, but their contract takes precedence. The applicable contracting officer will resolve conflicts through the Maintenance Division (HQ AETC/A4M). This instruction does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units.

This instruction will be used in conjunction with AFI 21-101, *Aircraft Equipment Maintenance Management*, its AETC Supplement 1, and applicable 21-series publications. The term “operations squadron” is used in place of flying squadron, fighter squadron, training squadron, or airlift squadron. See [Attachment 1](#) for a glossary of references and supporting information.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

Annotate recommendations for change, improvement, or waivers to this instruction on AETC Form 1236, **Request for Improving/Changing AETC Maintenance Publications**. Requests must be approved by the appropriate group commander (or squadron commander, if not assigned to a group) before forwarding to HQ AETC/A4M, 555 E Street East, Randolph AFB TX 78150-4440, for action by HQ AETC/A4MMP.

**(LAUGHLINAFB)** AETCI 21-104, Aircraft Planning and Scheduling Procedures, 28 Dec 2010, is supplemented as follows:

**(LAUGHLINAFB)** This Laughlin Air Force Base Supplement to Air Education Training Command Instruction (AETCI) 21104, Aircraft Planning and Scheduling Procedures, serves as the 47th Flying Training Wing guidance to the Maintenance Directorate (MX) and the 47th Operations Group (OPS) to (1) define terms, roles, and responsibilities, (2) establish standards, limitations, and policies for effective mission accomplishment, (3) establish rules to conduct efficient MX-OPS Plans, Scheduling and Documentation (PS&D) transactions, and (4) establish procedures to request MX services.

**(LAUGHLINAFB)** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**(LAUGHLINAFB)** Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

## **SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed. Major changes include: Office symbols and publication references were updated throughout. Goal day paragraph (paragraph 7) and any references to Goal day have been deleted. Includes procedures for Maintenance Operations Center to review debriefed sortie recap daily (paragraph 8.3). Adds requirement for all units to load flying schedules into the Maintenance Information System (paragraph 8.4.7). Adds instructions for attrition factors for units with new aircraft (paragraph 8.5.4). Clarifies unit responsibilities to provide First Look Requirements (paragraph 9). Clarifies requirements for long-range maintenance plans (paragraph 11.2). Suggests wings reevaluate flying hour programs to ensure excess hours are turned back in to AETC (paragraph 12.21). Allows flexibility for building schedules in other than descending order (paragraph 13.6). Allows pure maintenance action changes to the weekly schedule to be approved by the MXG/CC only (paragraph 13.16). Changes time to coordinate daily changes to the weekly

schedule to 1500 (paragraph 14.1). Adds 4-hour rule for Kirtland, Little Rock, Fairchild AFBs, Ft. Rucker (paragraph 14.4). Changes and clarifies procedures for subsequent sorties on conversion of local sorties to out-and-back or cross country sorties (paragraph 14.7.2). Clarifies term “Incomplete training” (paragraph 14.9). Adds rule for ground aborts with no spare (Table 1, item 12). Adds rules for Code 2/3 aircraft and NMC conditions involving hot pits (paragraph 18.2.1.3). Clarifies criteria for aircraft additions (paragraph 18.4.1). Further defines aircraft NMC replacement rules (paragraph 19.3). Further defines air aborts (paragraph 19.4). Allows non-chargeable operations adds for sorties cancelled due to birds in the area (paragraph 19.6.1). Clarifies UTE management (paragraph 19.6.9). Further defines Maintenance Scheduling Effectiveness and adds pen-and-ink changes for maintenance and training events only (paragraph 20).

**(LAUGHLINAFB)** This document has been substantially revised and must be completely reviewed. Major changes include: PS&Ds flying hour monitor and squadron SARMS procedures for verifying monthly totals updated to comply with AFI 21-103 requirements; squadron programmers will send draft weekly 206As thru email by noon on the Friday prior to scheduling meeting; IMT 2407, *Weekly/Daily Flying Schedule Coordination*, will be submitted and approved via e-mail; procedures for the maximum aircraft off-station at any one time; changes to Table 14.11 *Sortie Time Table Data* and changes to the procedures for requesting names of pilots on aircraft.

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**1. Objectives:** (NOTE: When developing plans, building schedules, and reporting monthly totals, Kirtland, Little Rock, Altus, and Fairchild AFBs will report missions. All other AETC bases will develop plans, build schedules, and report sorties.)

1.1. The mission is to conduct high quality student training and maintain high aircraft mission capability. However, staying as close to the programming factors as possible is a necessary part of fleet management and programmed flying training (PFT) accomplishment.

1.2. In order to improve efficiency and accomplish the mission, consider maximizing crew training on all flights, plan alternate missions when possible, ensure configurations and fuel

loads are accurate, establish launch and recovery patterns, and utilize historical attrition data to the maximum extent possible.

1.3. While it is a planning goal to zero out the annual flying hour program (FHP) by meeting programming factors, it is not the mission. This instruction provides the flexibility to meet mission objectives through effective flying and maintenance planning.

1.4. Operational requirements are met by developing and executing plans that ensure annual utilization (UTE) rates are met as matched against student production requirements. Each wing is provided with all known factors needed to meet the required UTE rate as portrayed in the AETC Flying Hour Programmed Allocation (PA).

1.5. The development of an annual wing flying plan, in monthly increments, to carry out the annual PA sortie, mission, or hourly requirements (the annual UTE rate) is the first step in the planning process. Each monthly plan is executed by weekly plans designed to meet the programmed monthly UTE rate.

1.6. Due to the nontypical nature of the flying operation at the United States Air Force Academy (USAFA), unit maintenance and operations must develop a joint operating instruction (OI) that outlines the scheduling process they will follow, using AFI 21-101 and this instruction as a guide.

1.7. **(Added-LAUGHLINAFB)** The primary mission of 47 FTW/MX is to provide mission-ready aircraft to support planned requirements of the flying training squadrons of the 47 OG.

## **2. UTE Rate Development:**

2.1. HQ AETC/A4/7 computer models will calculate the maximum sustainable UTE rate and allocate available aircraft within AETC to meet annual flying hour requirements. However, the determination of the UTE rate is a collaborative effort between HQ AETC, 19 AF, and each wing.

2.2. HQ AETC/A3R will use this rate as a guide to develop the AETC PA, using the maximum sustainable UTE rate as an upper control limit. HQ AETC/A3RA will publish a PA that reflects each wing's annual UTE rate, flying hours, and sorties or missions. The PA will also reflect the primary aircraft inventory (PAI) needed to fly the UTE rate and the average sortie duration/average mission duration (ASD/AMD) for each mission design series (MDS).

2.3. For wings with the same MDS and mission, UTE rates, PAI, student load, and funding are allocated based on the wing's proportional capacity.

2.4. The UTE rate models are located at the Web site: <https://afkm.wpafb.af.mil/ASPs/DocMan/DOCMain.asp?Tab=0&FolderID=OO-LG-AE-27-2-4-2-3&Filter=OO-LG-AE-27> under AETC Capabilities. These models show what programming factors (mission capable [MC] rate, percent of aircraft devoted to flying schedule, spare factor, sorties or missions per day per aircraft on the flying schedule, night or cross-country (XC) factor, number of operation and maintenance [O&M] days, attrition rates, and ASD/AMD) were used to develop the UTE rates for each weapon system.

2.5. Units will then develop their annual month-by-month flying hour plan to execute the PA hours. The unit plan must be based on the annual planning factors as depicted in the PA

document. (The monthly UTE will likely vary from the published UTE that represents an annual average, but the annual average should match the planning UTE.) Using other factors could incur unintended costs. Requests for change to any of the programming factors require a formal request, along with factual supportable data to substantiate the request, to HQ AETC/A3RA with an informational copy to HQ AETC/A4MMA.

## **2.6. Capability Calculations:**

2.6.1. The PA allocates a wing's FHP for the upcoming fiscal year. With a known annual requirement, the next step is to communicate the wing's capability to accomplish the tasking. As a minimum, capability calculations will be repeated during the development of monthly plans. Capability calculations determine the approximate maximum daily sustained sortie or mission load a unit should normally support to achieve a reasonable balance between training and maintenance requirements.

2.6.2. Commanders must recognize that because these calculations are only approximations, their judgment must be relied on to determine if maintenance or operations capabilities will be exceeded. To ensure the health of the fleet, the maintenance group commander (MXG/CC) or Director of Maintenance (DOM) must ensure schedules are developed that allow sufficient time to provide for maintenance training and the performance of scheduled and unscheduled maintenance tasks. **NOTE:** For units without a MXG/CC responsible for maintenance, the applicable civilian director of maintenance (DOM) will ensure compliance with all maintenance responsibilities in this instruction.

## **2.7. Assignment of Flying Hours and UTE Rate Requirements:**

2.7.1. HQ AETC/A3R will allocate flying hours and document annual UTE rates, PAI, and ASD/AMD in the PA document to match tasked production. Flying wings will develop and execute monthly plans to accomplish the yearly requirement based on the PA document. Monthly UTE rates may vary from the annual UTE rate to enable even sortie or mission production throughout the year despite varying O&M days, available daylight window, etc.

2.7.2. Wings will ensure their annual flying hour plans are designated to achieve the annual UTE rate programmed by HQ AETC. UTE planning factors for each MDS are command averages and are provided to assist in the development of yearly and monthly plans as well as weekly schedules. The annual plan is an agreement between the AETC commander and the wing commander (WG/CC). Except for emergencies such as hurricane evacuations, annual flying hour allocations will not be overflowed without prior approval of the AETC commander. **NOTE:** In organizations where maintenance is military, only PAI aircraft earn cost per flying hour (CPFH) monies and personnel. Backup aircraft inventory (BAI), attrition reserve, and "excess" aircraft do not earn CPFH monies or personnel. Thus, the use of aircraft over and above authorized PAI to execute the annual FHP could incur unprogrammed additional costs. Contractual organizations determine their manpower requirements based on contract requirements.

**2.8. MAJCOM Coordination.** HQ AETC/A3R is the OPR for the AETC flying hour PA. On the basis of the annual student production goals published in the program guidance letter (PGL), HQ AETC/A3R and A4M will jointly determine the annual UTE planning factors of

flying hours required, PAI, programmed ASD/AMD, and programmed number of sorties or missions for formal training units (FTU) where resources are limited. For undergraduate pilot training (UPT), specialized undergraduate pilot training (SUPT), Euro-NATO joint jet pilot training (ENJJPT), pilot instructor training (PIT), and introduction to fighter fundamental (IFF) units (organizations that have “T” designated aircraft assigned), PAI is an output of the UTE and flying hours allocated.

**2.9. Unit or Wing Coordination.** Coordination takes place at multiple levels of the organization through the annual, monthly, and weekly planning and scheduling processes. Through these processes, commanders, schedulers, and supervisors will ensure the distribution of sorties or missions and hours to meet training and support flying requirements while flying assigned aircraft at programmed UTE rates. Proper coordination is essential to ensure resources are available to support flying requirements and to adjust future plans. Units should develop a wing OI outlining local procedures for coordinating scheduling requirements.

### **3. Contracted Monthly UTE Rate:**

3.1. A monthly UTE rate is a unit’s sortie or mission or hourly requirement for a given month. This requirement has a two-fold purpose. First, the UTE rate will support and match the event calendar required to maintain the student timeline. Second, the UTE rate helps keep a unit within its projected maintenance and operational capability. **The monthly UTE does not include attrition.** The contracted monthly UTE rate is derived from the monthly portion of the wing’s annual flying plan and incorporates the wing’s programmed flying training, continuation training (CT), mission, and maintenance support.

3.2. The monthly plan is an agreement between the WG/CC and wing personnel to ensure the annual flying hour PA and UTE rate are met. Because there is wide latitude for managing attrition, commanders should minimize deviating from the monthly flying contract.

3.3. Units may reflow the monthly UTE rate during the active month to accommodate for an increase or decrease in requirements levied by higher headquarters or to account for emergencies like weather evacuations.

3.4. Monthly planning and execution goals are defined as “plan what to fly and fly what you plan.” Monthly plans will reflect the monthly increments in the wings annual FHP developed in accordance with paragraph 1.5 and maintained on file at HQ AETC/A3RA. There may be instances where local training or mission requirements dictate deviating from the monthly programmed utilization after the monthly plan is complete.

**4. Maintenance Capability.** Usually aircraft availability is the main element in determining maintenance capability, but there may be times when limiting factors override aircraft availability. For example, crew chief or technician availability or training shortfalls may limit sortie or mission production below aircraft capability. Maintenance supervisors must inform plans, scheduling, and documentation (PS&D) when personnel availability or capability will affect future sortie or mission production. Similarly, the capability of the aerospace ground equipment (AGE) activity, the amount of AGE available, and/or a shortage of spare parts may limit maintenance capability.

### **5. Airframe Capability:**

5.1. The purpose of computing airframe capability is to determine how many flying hours and sorties or missions are supportable while maintaining both scheduled and unscheduled maintenance. Inspection dock capabilities must also support annual and monthly flying programs. When computing airframe capabilities, use only the number of PAI aircraft assigned. (**Note:** The wing aerospace vehicle distribution officer [AVDO] will notify HQ AETC/A4M [by MDS] when the total number of possessed aircraft in purpose identifier TF or ZB is less [or expected to be less] than the authorized number of PAI aircraft.) Units may use one of the following:

5.1.1. The capability spreadsheet provided by the HQ AETC Analysis Section is located at the web address listed in [para 2.4](#)

5.1.2. A locally developed capability spreadsheet. This spreadsheet must provide supervision with an accurate account of the unit's maintenance capability to meet the unit's operational requirement.

5.2. In order to maintain a healthy fleet and develop sound flying schedules that meet the needs of maintenance and operations, care must be taken to ensure the correct percentage of MC aircraft are committed to the flying schedule. Overcommittal can be detrimental to the overall health of the fleet, causing a proportional decreased MC rate and a decrease in average fleet time. Maintenance and operations must agree to limit the percent of MC aircraft committed to the schedule. This number should be sufficient to meet the needs of the wing's annual UTE plan without jeopardizing its maintenance capability.

5.3. In general, it is strongly recommended that no more than 75 percent of the "T" designated MC aircraft and no more than 75 to 85 percent (depending on MDS) of fighter or airlift MC aircraft should be committed to the flying schedule on an annual basis. Special Operations Forces (SOF) aircraft with limited airframe availability may, on occasion, be forced to devote 90-plus percent of MC aircraft to meet flying schedule or mission requirements. When warranted and jointly agreed upon by the operations group commander (OG/CC) and maintenance group commander (MXG/CC), higher percentages may be committed to the schedule for limited periods of time to meet mission requirements. Scheduling more than the recommended percent of MC aircraft will adversely impact health and ultimately make the flying program tasking unexecutable.

5.3.1. (**Added-LAUGHLINAFB**) Table 5.3. shows sample calculations for recommended maximum number of prime fliers committed to the daily schedule in order to meet annual health of the fleet goals. Spare aircraft are computed separately. The calculations in Table 5.3. serve as a guide to help achieve this goal.

**Table 5.3. (Added-LAUGHLINAFB) Fleet Health Recommendations.**

	<u>T-6</u>	<u>T-1</u>	<u>T-38</u>
PAI	73.1	38	50.2
MC Goal %	<u>89.0</u>	<u>82.0</u>	<u>75.0</u>
# of MC A/C	58	31	38
% of MC A/C	<u>75.0</u>	<u>75.0</u>	<u>75.0</u>
Recommended Prime Fliers	44	23	28



5.4. While some deviations will occur throughout the year, large deviations from the recommended base line percentages are not encouraged because they will significantly impact the ability to successfully manage the flow of aircraft into scheduled maintenance and the capability to fix higher than expected unscheduled breaks.

## **6. Scheduled Spare Concept:**

6.1. Under this concept, a percentage of first-go launches are provided as spare aircraft to avoid nondeliveries. Analysis will compute spare aircraft factors based on historical first sortie or mission logistical losses from previous or similar flying months or weeks and provide this information to the maintenance scheduler for use in computing spare requirements for future schedules. This methodology provides the minimum spare requirement. Actual spare requirements may be adjusted to compensate for multiple configurations, syllabus constraints, and maintenance capability.

6.2. When additional spares are added for multiple configurations, units will not exceed one spare per configuration. Additional spares are authorized to support higher headquarters taskings. At least one spare aircraft is authorized per MDS for each flying day. Like attrition, the spare rate is a guide for planners to use in the execution of the flying schedule to minimize disruption. Spare configurations will be prioritized because a spare cannot substitute for every line on the schedule. Calculate the spare rate according to paragraph 21.

## **7. Year-End Closeout:**

7.1. The goal is to complete the annual FHP by flying allocated hours prior to the end of the fiscal year, staying as close to programmed UTE as possible without degrading mission accomplishment or mismanaging resources.

7.2. WG/CCs may selectively cancel scheduled sorties or missions to manage the end-of-the-year flying hour closeout (the last 15 O&M days of the fiscal year). This provision will help wings gradually close out flying without creating "Hangar Queens," unintentionally exceeding the UTE rate, or accumulating unwarranted chargeable scheduling deviations.

7.3. Sorties or missions cancelled as a result of year-end FHP accomplishment will be recorded as "other cancel," and will not be included in attrition computations. A unit will not overfly allocated hours without prior approval through HQ AETC/A3R by the AETC Commander.

**8. Responsibilities.** Any WG/CC, MXG/CC, or OG/CC responsibility identified within this instruction may be delegated unless otherwise stated. **NOTE:** For civil service or contract activities, the organizational arrangement will be in accordance with their applicable statement of work.

8.1. **WG/CC.** The WG/CC is responsible for UTE rate management. He or she will approve and forward the wing's annual UTE plan and/or any monthly reprograms of the approved annual flying plan to HQ AETC/A3, HQ AETC/A3RA, HQ AETC/A4MMA, and 19 AF/DO. The wing commander will also approve monthly flying plans and weekly utilization and maintenance schedules. **NOTE:** For the 479 FTG, 336 TRG, 306 FTG and 80 FTW, the OG/CC may approve plans and schedules for the WG/CC.

8.2. **MXG/CC.** The MXG/CC (or equivalent) will support the primary mission with materiel, maintenance, and management functions. He or she will ensure realistic schedules

are developed that meet the training objectives without jeopardizing the health of the fleet. The MXG/CC will recommend approval of maintenance plans and schedules for presentation to the WG/CC.

**8.3. Maintenance Operations Center (MOC).** The MOC will review the on-line IMDS debriefed sortie recap, screen 174, and the IMDS background products daily *Accomplishment Utilization Report (Screen 362)*, *Deviation Detail Listing (Screen 181)*, *Deviation Summary Inquiry (Screen 173)* and *Uncompleted Operational Events (Screen 719)*, to ensure accuracy of deviation reporting. The MOC will also review Uncompleted Operational Events, IMDS screen 719, daily to ensure uncompleted sortie lines are deleted using Operational Events Delete IMDS screen 883, if necessary after coordination with debrief section and MOF PS&D. The MOC will record additions, cancellations before crew show, Tail Swaps and spare usage in IMDS as they occur (AFI 21-101/AETC Sup 1 and this instruction). Deviation reporting (AETCI 21-105, *Logistics Performance Measures Reporting Procedures*) provides an audit trail to identify variations to the printed schedule for analysis and scheduling sections.

**8.4. Maintenance Operations Flight (MOF) Plans, Scheduling, and Documentation (PS&D).** This organization will:

8.4.1. Coordinate the integration of maintenance schedules and operational plans into a wing plan according to AFI 21-101 and its AETC Sup 1.

8.4.2. Perform the AVDO function and verify UTE program data reports for accuracy according to AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, AFI 21-101, and AETC Sups 1 thereto.

8.4.3. Be the wing's single point of contact for aircraft UTE reporting. Coordinate with operations scheduling not later than the second workday of the month to ensure data entered into the Integrated Maintenance Data System-Central Data Base (IMDS-CDB)/GO81 matches between maintenance and operations scheduling. Coordinate any corrections or changes to data with all applicable agencies.

**8.4.3. (LAUGHLINAFB) Flying Time Accounting for Debrief and SARMS.** To ensure timely and accurate flight hour and sortie accounting data, the Flying Training Squadrons' (FTS) Squadron Aviation Resource Management Specialists (SARMS) shall work closely with PS&D and debriefing personnel to verify sortie data daily.

8.4.3.1. **(Added-LAUGHLINAFB)** FTS will forward all AFTO Forms 781, Arms Aircrew/Mission Flight Data Document, to Debriefing after each sortie in the most expeditious manner available. Currently printing to mapped printers in the debriefing sections is the preferred method.

8.4.3.1.1. **(Added-LAUGHLINAFB)** AFTO Forms 781 are input into Integrated Maintenance Data System (IMDS) as received. If Debriefing identifies any AFTO Form 781 errors, Debrief will contact the squadron SARM to ensure AFTO Form 781 corrections are made by the Pilot in Command as soon as possible, but no later than step time of the next sortie of the affected aircraft.

8.4.3.1.2. **(Added-LAUGHLINAFB)** Debrief will compare all AFTO Forms 781 received against the flying schedules to ensure all are received. After all

AFTO Forms 781 have been entered into IMDS, Debrief will fill out MX Form 3, MX Debriefing AFTO 781 Status Report, indicating missing or incomplete sorties.

8.4.3.1.3. **(Added-LAUGHLINAFB)** After the last sortie of the day has been flown, Debriefing will forward all AFTO Forms 781 and MX Form 3 to PS&D where final accounting of sorties and hours begins. Missing sorties will be logged on the appropriate MDS tab of the Daily MX/OPS Sortie Recap spreadsheet. PS&D will run the Daily Accomplishment and Utilization Report (AUR), and send appropriate copies to FTS along with AFTO Forms 781 and copies of the MX Form 3.

8.4.3.1.4. **(Added-LAUGHLINAFB)** AFTO Forms 781 are checked by SARMS for the proper sortie duration, mission symbol, and other required information. SARMS shall verify AFTO Forms 781 against the daily AUR and make corrections in red ink on the AUR.

8.4.3.1.4.1. **(Added-LAUGHLINAFB)** When AFTO Forms 781 are missing from the AUR, SARMS shall relay missing information in the most expeditious manner possible to PS&D or to Debriefing after normal duty hours. This information will also be annotated on AUR with all info necessary for IMDS input. This is done to prevent overflying aircraft inspections.

8.4.3.1.5. **(Added-LAUGHLINAFB)** If not received the evening prior, PS&D will pick up a corrected copy of the previous day's AUR with corrections as they deliver the newest AUR to SARMS.

8.4.3.1.6. **(Added-LAUGHLINAFB)** All sortie data for the month must be processed and corrected before the third (3<sup>rd</sup>) day of the following month. Sorties or corrections made after the midnight on the fourth (4<sup>th</sup>) day of the following month show as late sorties in the current Monthly AUR.

8.4.3.2. **(Added-LAUGHLINAFB)** Debriefing shall:

8.4.3.2.1. **(Added-LAUGHLINAFB)** Ensure all AFTO Forms 781 are accounted for by verifying them against the daily flying schedule with updates from MOC.

8.4.3.2.2. **(Added-LAUGHLINAFB)** Update flying hour accounting system in the IMDS IAW AFCSM 21-565 V2.

8.4.3.2.3. **(Added-LAUGHLINAFB)** Deliver all AFTO Forms 781, including those received on Sunday for Cross Country (XC) returns to PS&D by close of business on the date flown to ensure early morning processing the following day. Notify PS&D of any unaccounted AFTO Forms 781 through use of MX Form 3.

8.4.3.3. **(Added-LAUGHLINAFB)** PS&D's Flying Hour Monitor shall:

8.4.3.3.1. **(Added-LAUGHLINAFB)** Run AUR daily.

8.4.3.3.2. **(Added-LAUGHLINAFB)** Use AFTO Form 781H to verify the daily AUR for accuracy.

8.4.3.3.3. **(Added-LAUGHLINAFB)** Ensure delivery of AFTO Forms 781 and copies of AUR to SARMS daily.

8.4.3.3.4. **(Added-LAUGHLINAFB)** Input all corrections into IMDS.

8.4.3.3.5. **(Added-LAUGHLINAFB)** Run one copy of the monthly AURs on the first working day of each week.

8.4.3.3.6. **(Added-LAUGHLINAFB)** Reverify monthly AUR after corrections and input into IMDS prior to 2400 on the fourth (4th) day of the following month.

8.4.3.3.7. **(Added-LAUGHLINAFB)** Submit a daily e-mail with each day's hours and sorties flown to Wing Programming and FTS NLT 1100. Submit a weekly e-mail with each week's hours and sorties flown to Wing Programming by 1100 every Tuesday.

8.4.3.3.8. **(Added-LAUGHLINAFB)** Submit a monthly e-mail with the final monthly AUR and final hours and sorties flown during the previous month to Wing Programming (AVUM) and PS&D Supervisor (AVDO) as soon as the hours have been finalized by each flying squadron SARMS

8.4.3.4. **(Added-LAUGHLINAFB)** Squadron SARMS shall:

8.4.3.4.1. **(Added-LAUGHLINAFB)** Submit an email to the Wing Programming office and PS&D Supervisor when their squadron hours and sorties have been finalized at the end of each month.

8.4.3.5. **(Added-LAUGHLINAFB)** AVUM shall:

8.4.3.5.1. **(Added-LAUGHLINAFB)** Send the monthly message to appropriate agencies IAW AFI 21-103, Equipment Inventory, Status and Utilizations Reporting.

8.4.4. In accordance with the requirements in AFI 21-101 (and its AETC Sup 1) and in coordination with the OG, develop written guidance that standardizes scheduling practices including standardized flying windows, specific surge rules, quiet hour policies, XC takeoffs and returns, minimum turn times, crew-ready times, and daily verification of the previous day's flying hours between maintenance and operations.

8.4.4.1. **(Added-LAUGHLINAFB)** The maximum sustainable flying hour window for MX is 14 hours. Exceeding this flying hour window may affect the next day's prime flier availability.

8.4.5. Combine aircraft capability provided by analysis with availability factors to support operational requirements for the development of annual, quarterly, monthly, and weekly plans.

8.4.6. Integrate maintenance and operational requirements into realistic plans and schedules, maintaining a balance of UTE rate accomplishment, student training timeline, fleet time standards, and scheduled maintenance requirements. These plans will include the annual projection capability, quarterly maintenance plans, and monthly and weekly schedules. A file copy of fiscal year annual projections will be maintained according to the Air Force RDS.

8.4.7. Load weekly operational schedules into the maintenance information system (MIS) when approved to make status and deviation reporting easier, more accurate, and nearer to real time. During MIS system failure, complete the first five blocks on AETC IMT 206C, **Aircraft Deviation Record**, and distribute it to the MOC. See Attachment 2 for instructions on completing AETC IMT 206C. All units will load flying schedules into the MIS by 1500 on Friday of the week preceding the effective week or prior to the daily scheduling meeting for the next day.

8.4.8. In conjunction with maintenance management analysis (MMA), provide maintenance capability computations to operations prior to the programmed flying training (PFT) conference (not applicable to "T" designated aircraft).

**8.5. Maintenance Management Analysis (MMA).** This office will:

8.5.1. Review sortie or mission scheduling effectiveness and flying deviations for trends.

8.5.2. Analyze and identify the cause of trends; for example, equipment performance and scheduling problems.

8.5.3. Inform the operations squadron (OS) scheduling and maintenance PS&D of schedule deviations and make recommendations based on the data extracted from the MIS, AETC IMT 206C, or AF IMT 2407, **Weekly/Daily Flying Schedule Coordination**.

8.5.4. Compute and develop logistics attrition factors by month for the year (recorded from the printed weekly schedules) and provide these historical annual attrition factors to maintenance PS&D and operations scheduling prior to the start of the annual planning process. Historical attrition encompasses a minimum of 5 years of previous data for the month being planned. For example, attrition factors for January 2011 include actual attrition experienced in January of 2006, 2007, 2008, 2009 and 2010. Historical attrition is divided by a percent in each of the following categories: weather, maintenance, supply, operations, other, and a total. Refer to AETCI 21-105 for determining attrition factors and reporting procedures. (**NOTE:** Units with new aircraft will use attrition factors from the most comparable aircraft in their unit's inventory for a minimum of 2 years to formulate baseline attrition data for the new aircraft.)

8.5.5. Compute spare aircraft requirements annually.

**8.6. Flight Line Production Superintendent.** This flight line production superintendent will:

8.6.1. Direct the maintenance effort in implementing the approved weekly utilization and maintenance schedule. Coordinate with operations scheduling (through PS&D) on partial mission capable (PMC) or restricted aircraft (AFI 21-103).

8.6.2. Coordinate with PS&D on not mission capable (NMC) aircraft scheduled to fly on the following day so a replacement aircraft may be selected prior to the daily scheduling meeting.

8.6.3. Update the MOC on any aircraft discrepancy that affects NMC or PMC status.

8.6.4. Coordinate tail number changes (interchanges and spares) to scheduled sortie or mission lines with maintenance PS&D and operations scheduling.

8.6.5. Assess the suitability of aircraft with repeat, recur, and cannot duplicate (CND) discrepancies for continued flight.

8.6.6. Keep the MOC informed of any schedule changes for deviation recording.

8.7. **OG/CC.** The OG/CC is responsible for student training. He or she will ensure realistic schedules are developed and executed to meet student training objectives. The OG/CC will recommend approval of squadron flying plans and schedules for presentation to the WG/CC.

8.8. **Operations Squadron (OS).** For UPT, SUPT, JUPT, ENJJPT, PIT and IFF units, the OS will ensure aircrew members debrief sorties flown, using the correct sortie line number in accordance with paragraph 13.8 of this instruction.

8.8.1. The OS commander will ensure realistic schedules are developed and meet training objectives without jeopardizing fleet health.

8.8.2. Operations capability may be a limiting factor when computing scheduling requirements. Operations capability is the maximum number of sorties or missions that can be generated with available aircrew instructors (AI), students, and other qualified crew members in the number of hours for a given daily flying window, consistent with syllabus constraints.

8.8.3. Individual flights and OSs will determine their maximum capabilities, which are then compared to current and desired event line positions and converted into a UTE rate. If maintenance limitations exist in achieving sorties, missions, UTE rates, or hourly requirements, but a resolution is not possible at the squadron level, the group commander will be consulted for resolution. When operational limitations exist, individual flights and OSs will consider management actions such as increasing the number of daily sorties or missions for each aircrew member, flying on weekends, delaying support flying, and/or increasing the number of prime fliers. However, they will ensure these actions stay within the capability of maintenance.

8.8.4. The syllabus of instruction provides course/lesson guidance and places sortie/mission requirements on each student. When computing a realistic student capability limitation, factors such as phase of training, simulator training, duty not involving flying (DNIF) periods, and duration of maximum effort will be carefully considered.

8.8.5. Individual OSs will determine their maximum AI capability by considering simulator missions, flight duties, DNIF periods, leaves, required meetings, training, training review boards, student continuity, etc. Attached AIs will be considered when estimating maximum AI capability.

8.9. **OSS Operations Scheduling.** OSS Operations Scheduling will:

8.9.1. Obtain range, airspace, tanker support, and/or flying commitments.

8.9.2. Coordinate (to include confirmation) on all military training routes. (A locally designated representative may be outside this function.)

8.9.3. Manage air refueling tracks and finalize air refueling requirements per AFI 11-221, *Air Refueling Management (KC-10 and KC-135)*.

8.9.4. Receive intercommand and intracommand tasking (airlift channel missions) and disseminate the tasking to OSs.

8.9.5. Monitor (by MDS) the wing's progress toward planned monthly and annual UTE rates and FHP attainment.

8.9.6. Ensure the wing's annual flying hour plan is developed with assistance from maintenance scheduling.

**8.10. Flying Squadron Operations Officer.** The squadron operations officer will:

8.10.1. Consolidate OSS operations scheduling of student and instructor flying requirements into flying plans and schedules to include annual projections, monthly plans, and weekly schedules. Negotiate and coordinate flying requirements with the appropriate maintenance PS&D section.

8.10.2. Notify PS&D once the PFT conference date is known (not required for "T" designated aircraft).

8.10.3. Monitor the flying schedule and ensure sorties or missions that did not meet operational objectives (for example, incomplete checkrides) are scheduled to be reflight.

8.10.4. Compute operations attrition factors used to develop the PFT plan.

8.10.5. Assess the suitability of a PMC or restricted aircraft to complete sortie or mission objectives.

**9. First-Look Requirements.** In order to ensure each unit has airframe capability to support flying hour requirements and determine if any capability shortfalls exist, each unit will conduct an airframe capability assessment. MMA will review the unit's historical data and provide specific capabilities to PS&D no later than 45 days prior to the annual PFT conference (if one is held for the unit's assigned MDS). There is no PFT conference for "T" designated aircraft but all unit's MMA sections must provide historical data to PS&D in order to begin the development of future plans. Conducting a detailed first-look requirement will establish a solid foundation for all other plans and schedules the wing is required to build. First look requirements are outlined in AFI 21-101 and will be accomplished annually prior to the PFT conference.

**10. Annual Plan.** The AETC PA, the basis for executing the annual plan, will be distributed to flying units no later than 30 August. The wing will develop an annual plan to accomplish the annual UTE rate, annual FHP, and student production requirements. Additional annual planning guidance is outlined in AFI 21-101.

10.1. PS&D and operations scheduling will identify any limiting factors in support of the annual flying hour plan to the WG/CC (jointly through operations and maintenance supervisors) and ensure the annual projection is coordinated with all affected activities; for example, engine management. In addition to the information listed in the PA, the following factors will be used (as applicable) when developing the annual plan: (**NOTE:** This data will be maintained on file for a minimum of 1 year by both maintenance and operations.)

10.1.1. Number of O&M days. Identify holidays, exercises, and other no-fly days.

10.1.2. Monthly historical attrition.

10.1.3. Annual scheduled sorties or missions to include projected known functional check flights (FCF), operational check flights (OCF), and ferry sorties or missions.

10.1.4. Sorties or missions and hours required for deployments.

10.1.5. Average scheduled sorties or missions required per O&M day.

10.1.6. Daily flying schedule block patterns.

10.1.7. Available daylight hours.

10.1.8. Anticipated aircraft gains and transfers.

10.1.9. Projected number of students.

10.1.10. Estimated munitions usage.

10.1.11. Support sorties or missions.

10.1.12. Maintenance manning levels.

10.1.13. Instructor pilot (IP) and programmed student levels.

10.1.14. Monthly inspection dock requirements as a result of monthly flying projections.

10.2. When the annual plan is completed, forward one copy each to HQ AETC/A3, HQ AETC/A3RA, HQ AETC/A4/7, HQ AETC/A4MMA, and 19 AF/DO by the 10th calendar day of September. Use the format at Attachment 3 when forwarding annual flying plans and reflows of flying programs. The annual plan must reflect the monthly PAI, sortie or mission or hourly requirement, UTE rate, and ASD/AMD. Total annual hours and sorties or missions for each MDS must match the PA document. In addition to, and separate from the plan for executing the PA allocation, identify any flying hour disconnects (shortfall or excess) that could impact student production for the affected fiscal year. To the extent resources permit, HQ AETC/A3R will work to resolve these disconnects prior to the first scheduled adjustment.

10.3. When HQ AETC changes planned requirements as reflected in the PA, reflow the unflown portion of the annual plan for the remaining months (Attachment 3). Changes in the PA may change the PAI, ASD/AMD, or UTE rate for the remainder of the fiscal year.

10.4. OSS operations scheduling will track the execution of the annual flying plan. When there is a delta below or above the annual plan, consider reflowing any changes over the remaining months.

## **11. Quarterly Plan:**

11.1. The quarterly plan (sometimes referred to as a long-range plan) is a refinement of the annual plan (paragraph 10). It establishes a sound basis for the remaining phases of the scheduling process. The intent is to develop the plan in such a way that it is accessible by maintenance and operations at all times.

11.2. Long-range maintenance plans will be developed in as much detail as possible. All maintenance requirements will be consolidated into a single long-range plan using AF Form 2401, *Equipment Utilization and Maintenance Schedule*, computer generated or locally developed form. As a minimum, the long-range plan shows the current month and the next 2 months' known flying and maintenance requirements. Known maintenance requirements are



defined as any maintenance event that impacts aircraft availability and maintenance events requiring management attention to ensure smooth flow of scheduling/completion. **Maintenance events should be consolidated during a single down period to the greatest extent possible.** As a minimum, include calendar inspections that prevent operational utilization for that day(s) flying schedule, calendar time change items, TCTOs in workable status, PDM schedules, training aircraft, cannibalization aircraft, and aircraft ISO/PE/Phase inspections. Specific locally developed codes will be used to identify each different special inspection, TCI, and TCTO on the AF Form 2401. Other maintenance requirements, such as engine changes, hourly requirements, inspections, training aircraft and cannibalization aircraft will be posted as they become known or planned.

11.3. Periodic adjustments will be made to ensure the most economical use of resources, while ensuring supportability of the operational requirement.

11.4. A proactive quarterly plan will result in the development of an accurate and useful monthly plan (paragraph 12).

**12. Monthly Plan: (NOTE: The WG/CC may direct other items to be added.)**

12.1. Monthly aircraft maintenance and utilization planning is a continuation and refinement of the quarterly plan, based on the current annual plan, that includes the addition of aircraft sorties or missions identified on AETC IMT 206, **Monthly Flying Coordination** or locally approved product. **(NOTE: This document will not be considered as government direction to change the contract unless specifically authorized by the contracting officer. If the contractor believes this is outside the scope of the contract, he or she will take no action and will promptly notify the contracting officer.)** See Attachment 4 for instructions on completing AETC IMT 206.

12.2. Document all known monthly utilization and maintenance requirements on a locally approved product or Air Force form or IMT such as AF IMT 3153, **General Purpose (11 x 8 1/2")**, or AF Form 2401, **Equipment Utilization and Maintenance Schedules**.

12.3. In-shop maintenance requirements will also be published in this plan. Completing the AETC IMT 520, **Engine Maintenance and Inspection Forecast**, fulfills the engine requirements.

12.4. Conduct initial planning for the monthly flying plan during the first work week of the preceding month. The tentative flying plan must provide as much detail as possible and is designed (based on student availability) to ensure annual UTE, monthly UTE, and STL requirements are met. As a minimum, the plan will include both the required and scheduled number of daily sorties or missions and launch blocks along with munitions and configuration requirements. Other impacting events such as safety briefings, commander's calls, scheduled exercises, and TDYs will also be included.

12.5. If AETC IMT 206 is not used, units will include the following information in their monthly plan:

12.5.1. Annual UTE position data compared to the wing's current annual plan (Attachment 3).

12.5.2. Student timeline position, current and projected.

12.5.3. Percentage of attrition by category.

12.5.4. Total sorties or missions and hours required as listed in wing's annual plan (Attachment 3).

12.5.5. Total sorties or missions and hours scheduled.

12.5.6. Number of aircraft required to support the schedule.

12.5.7. Anticipated configurations in accordance with syllabus requirements.

12.6. The foundation of the monthly plan is the total required sorties or missions (or hours) needed to meet training requirements that support student event timeline progression, CT, and mission and maintenance support. Required sorties or missions are further refined by using the various training management systems to distribute student and support sorties or missions. Adjust requirements to achieve the best use of resources. When using an hourly plan, divide required hours into a specific number of sorties or missions, but make adjustments to achieve the hourly requirement.

12.7. Monthly attrition sorties or missions (or hours) are added to the monthly requirement. Attrition sorties or missions or hours are expected losses to the weekly schedule. Apply attrition factors to required locally supported sorties or missions. Units may apply attrition to deployed launched sorties or missions. **Do not apply attrition to off-station sorties or missions, ferry flights, FCFs, or OCFs.**

12.8. Squadron operations scheduling and PS&D may apply monthly attrition factors to student or instructor requirements based on the expected environment for the coming month (Attachment 4). Attrition sorties or missions (or hours) are not substitutes for capability shortfalls; they are figured against the operational requirements. The monthly plan will reflect the number of sorties, missions, or hours required; attrition sorties, missions, or hours added; and number of sorties, missions, or hours scheduled for each unit.

12.9. The formula for determining monthly requirements to schedule is the number of sorties or missions (or hours) required divided by 1 minus the attrition factor; for example,  $1000 / (1 - .15) = 1177$  sorties or missions to schedule. For sorties or missions, round up any part to the next whole number.

12.10. Along with the following information on the AETC IMT 206 or locally approved product, squadron operations scheduling will apply the attrition factor supplied by maintenance analysis for each month and compute the total number of sorties, missions, or hours that must be scheduled to meet the requirement.

12.10.1. Type of sorties or missions.

12.10.2. Number of sorties or missions and hours.

12.10.3. Anticipated munitions, photo, electronic countermeasure configurations, and estimated munitions expenditures or ammunition changes.

12.11. Squadron operations scheduling will forward a copy of the completed document to PS&D.

12.12. After coordinating any necessary adjustments with maintenance and operations scheduling, OS commanders will document training requirements and maintenance capability and then forward requests to OSS operations scheduling.

12.13. The monthly flying and maintenance plan will be finalized during the third weekly scheduling meeting of the preceding month. At this meeting, the MXG/CC and OG/CC will outline past accomplishments, the degree to which mission goals are being met, problems being encountered, projected number of prime fliers along with spare availability, and current and projected fleet times. They will review the request for the coming month.

12.14. When planned students do not show or when a lack of projected capability or resource funding prevents meeting monthly UTE rates, the WG/CC will decide what portions of the plan will be supported and to what degree. In this case, maintenance and operations scheduling will reflow the annual plan and identify flying hours for possible turn-in or additional hours required.

12.15. If the projected number of available aircraft is less than required to accomplish the requirement, the OG/CC will provide alternatives and limitations to the WG/CC. If logistics support is limited, the MXG/CC will provide alternatives. The WG/CC will validate these requirements and decide to what degree support will be given. Once signed by the WG/CC, OG/CC, and MXG/CC, the monthly plan establishes the foundation for the development of weekly schedules.

12.16. During the execution year, the actual hours flown may cause deviations from the original annual plan. In order to account for these deltas, it may become necessary to “reflow” the hours by creating a new flying hour plan. The reflowed plan will communicate how the remaining hours will be flowed into the months remaining in the fiscal year, accounting for fleet health and operational capabilities agreed upon by both maintenance and operations.

12.17. A reflow should be considered when the delta is so large it exceeds the capabilities of maintenance and operations in a single month (normally the monthly plan). Reflows are approved at the wing level with both operations and maintenance developing and agreeing to an effective and attainable FHP to execute.

12.18. The WG/CC will forward a copy of the change to the annual plan (Attachment 3) to HQ AETC/A3, HQ AETC/A3RA, HQ AETC/A4/7, HQ AETC/A4MMA, and 19 AF/DO, by the 10th calendar day of the affected month. (**NOTE:** This is administrative processing time only and does not imply that a unit will delay formulating a plan until the 10th of the month.) Some reflows artificially conceal accumulating deviations. Therefore, reflows that do not change the annual allocation (adjustments) may or may not be applied to the flying hour execution model. Reflows will reflect the wing’s plan to get back on track with the FHP.

12.19. After the proposed monthly plan has been signed, PS&D will publish and distribute it. This may be accomplished electronically no later than 5 duty days prior to the end of the month (Figure 1), or the plan may be included as an annex to the last weekly schedule of the preceding month. **NOTE:** Figure 1 shows a sample calendar for planning and scheduling of monthly meetings.

12.20. The calendar in Figure 1 shows a sample month. It represents when group- and wing-level quarterly, monthly, and weekly scheduling meetings should be conducted and when maintenance and operations requirements must be met. Each unit may hold scheduling meetings at times during the week or month convenient to its organization, as long as the timelines in this instruction are met.

**Figure 1 Example of Unit Planning and Scheduling of Monthly Meetings.**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
					Operations provides next week's requirement to maintenance (2 duty days before the OG/MXG meeting).	
3	4	5	6	7	8	9
Week 1		At the OG/MXG weekly scheduling meeting, operations provides requirements for next month and quarter.		The wing commander approves next week's schedule.	Distribute next week's schedule. Operations provides maintenance with the following quarter's and week's requirements.	
10	11	12	13	14	15	16
Week 2		At the OG/MXG weekly scheduling meeting, the quarterly plan is briefed. Maintenance tells operations if next month's and quarter's requirements can be met.		The wing commander approves next week's schedule.	Distribute next week's schedule. Operations provides maintenance with the following week's requirements.	
17	18	19	20	21	22	23
Week 3		At OG/MXG weekly scheduling meeting, the monthly and quarterly plans are briefed.		The wing commander approves next week's schedule and next month's plan.	Distribute next week's schedule. Operations provides maintenance with the following week's requirements.	
24	25	26	27	28	29	30

Week 4		Brief finalized and signed next month's plan.		The wing commander approves next week's schedule.	Distribute next week's schedule. Operations provides maintenance with the following week's requirements.	
31						

12.21. For FHP adjustments, as the PA is executed during the fiscal year, units may find their requirement no longer matches their allocated program. This may be due to student no shows, force sustainment changes, and/or force structure issues. Wings should reevaluate their FHPs to ensure excess hours are turned back in to the AETC Flying Hour Manager. These hours will be evaluated for possible redistribution to fulfill other valid flying training requirements. Wings will submit FHP adjustments to HQ AETC/A3RA who will coordinate adjustment requests with HQ AETC/A4M, HQ AETC/A4P, HQ AETC/FM, and 19 AF/DO. In some circumstances, units may request an unscheduled special adjustment. These requests should be rare and limited to situations beyond the unit's control. There are three scheduled adjustments: January, April, and August, as follows:

12.21.1. Operations, with coordination through maintenance, will request adjustments by the 10th calendar day of January, April, and August. Requests are due on the preceding Friday if the 10th falls on a weekend. Late requests will not be processed until the next scheduled adjustment. A detailed explanation for the request will be provided to include numbers that support the request (attrition, quota cancellations, ineffective sorties or missions, etc). If justification is not provided, an adjustment may not be granted.

12.21.2. Units may be notified by message of approval or disapproval, usually within 3 weeks of the request suspense. Once approval has been granted, units will provide HQ AETC/A3RA their programmed reflow (Attachment 3). The approval authority is HQ AETC/A3R.

12.22. A proactive monthly plan will result in the development of an accurate and useful weekly schedule.

### 13. Weekly Schedule:

13.1. Weekly planning verifies progression towards the monthly plan and is a refinement of the monthly plan. Use a monthly plan as a guide for building a weekly schedule. Make adjustments to the monthly plan, as required, to accommodate unforeseen maintenance or operations problems, higher or lower than forecasted attrition, uncompleted maintenance actions, and short notice requirements.

13.2. Maintenance and operations schedulers must coordinate regularly when developing the weekly schedule to ensure all essential utilization and maintenance requirements are supportable. The planning week is 0001 local time Monday through 2400 local time Sunday. Once the weekly schedule is signed by the WG/CC, it executes the monthly plan and becomes the basis for deviation reporting. **NOTE:** Weekly planning and deviation accounting also applies to deployed units if they have parent maintenance support and are flying hours from the AETC PA.

13.3. The first duty day of the week, PS&D will verify and send operations scheduling any known special maintenance requirements for the following week, such as flight compass swings or FCFs required by the aircraft -6 TO.

13.4. Operations scheduling will refine the weekly portion of the monthly plan for the week being developed and forward all required information to PS&D no later than two duty days before the weekly scheduling meeting. Extract requirements listed in paragraph 12.10 and each day's flying schedule by sortie or mission for the week being planned to include:

13.4.1. Date.

13.4.2. Type mission.

13.4.3. Required and attrition sorties or missions.

13.4.4. All takeoff and land times. Units that fly a published and constant ASD/AMD may refrain from publishing land times. Takeoff times must be coordinated and agreed to by both maintenance and operations.

13.4.5. Configuration and munitions requirements.

13.5. Operations scheduling may use AETC IMT 206A, **Weekly Flying Coordination**, to develop sortie or mission requirements. (**NOTE:** This document will not be considered as government direction to change the contract unless specifically authorized by the contracting officer. If the contractor believes this is outside the scope of the contract, he or she will take no action and will promptly notify the contracting officer.) See Attachment 5 for instructions on completing AETC IMT 206A. The daily operational portion of the weekly schedule will be printed and contain, as a minimum, the information in paragraph 13.4. Schedulers may use AETC IMT 208, **Weekly Scheduling Request**, to consolidate flight requests.

13.5.1. (**Added-LAUGHLINAFB**) The draft Weekly Schedule (206A and associated daily plans) will be sent through email to the applicable aircraft scheduler, the PS&D work leader, and PS&D Supervisor by noon on the Friday prior to the scheduling meeting. A hard copy 206A will be presented to Wing Programming at the programming meeting on Tuesday and any known issues will be discussed at this time. Any outstanding issues from this meeting are resolved prior to 1000 on Wednesday to allow Wing Programming time to prepare packages, including the final AFTO Forms 206A for signing at the OG/MX scheduling meeting on Wednesday afternoon. Pen and ink changes may be made at this meeting, but any changes following this meeting will require an AFTO IMT 2407. PS&D will incorporate the pen and ink changes and finalize the entire Weekly MX and OPS Plan for presentation to the DOM, OG/CC, and WG/CC on Thursday afternoon. The plan will be forwarded and approved electronically. The copy approved by the WG/CC will be returned to PS&D for filing.

13.5.2. (**Added-LAUGHLINAFB**) During night flying weeks, flying and maintenance schedules are planned and shifted to facilitate night flying operations. OPS will inform MX of deviations to the published night flying schedule on the OG Strategic Calendar, as soon as possible, but not less than ten (10) days prior to the proposed shifting of night flying weeks. Any deviations to this policy must be approved by the OG/CC and DOM.

13.5.3. (**Added-LAUGHLINAFB**) Quiet Periods, Sterile Periods, Graduation Retreats, and flybys will be conducted in accordance with LAFBI 13-203, Airfield Operations.

These events will be coordinated and identified in the remarks area of the Weekly Flying Contract. PS&D schedulers will notify maintenance work centers through the Daily Info slides located in the Maintenance shared drive's Daily Slides folder. The Control Tower will notify the Maintenance Operations Center (MOC) who then notifies all maintenance work centers, Transient Alert (TA), Petroleum, Oil, Lubricant (POL), and 47 MSG/LGRS (Supply) when the period begins and ends.

13.6. In the weekly schedule, PS&D will identify and assign aircraft tail numbers to each line number based on aircraft capability, status, and configuration. Schedules should be developed in descending order (for example, 25X25X15X10). However, there may be times when developing schedules in descending order is not feasible or practical. PS&D will consolidate and review the schedules for adequate utilization of aircraft and proper scheduling of maintenance requirements prior to submission to the WG/CC. In addition to the requirements published in AFI 21-101, PS&D will include the following in the weekly schedule:

13.6.1. Scheduled utilization and maintenance actions by aircraft and equipment serial number to include aircraft specific -6 TO scheduled and special calendar and hourly requirements.

13.6.2. Estimated requirements for petroleum, oil and lubricants (POL), when required, to include number of trucks, refueling pits, and times required.

13.6.3. Aircraft and equipment to support ground training requirements.

13.7. UPT, SUPT, ENJJPT, PIT and IFF units (in organizations with T-1, T-6, and T-38, aircraft assigned) may abstain from assigning aircraft tail numbers to specific line numbers on the daily operational portion of the weekly schedule. PS&D must identify prime and spare aircraft and how many sorties are planned for each prime aircraft.

13.8. Units will develop a locally approved IMT or spreadsheet that depicts at a glance the maintenance and operational utilization of all aircraft for the week scheduled. This IMT or spreadsheet will contain all aircraft tail numbers assigned and identify prime fliers (including number of sorties or missions planned; for example F4 on the spreadsheet will denote four sorties or missions are scheduled for a particular aircraft) and spare aircraft. It will also identify maintenance and training requirements. Match tail numbers from the weekly utilization schedule to the specific line number prior to the daily scheduling meeting. These programmed prime fliers, along with spare aircraft, are the available pool to fly the daily schedule.

13.9. Regardless of the type of unit (military, civil service, or contractor), aircraft will be scheduled into a specific line number. For continuity purposes and to aid in the analytical process, the sortie or mission will be debriefed in the MIS, using the same line number published in the weekly schedule. UPT, SUPT, ENJJPT, PIT, and IFF units will use the following standardized sortie line numbers: (**NOTE:** All other AETC units should develop written guidance standardizing their sortie line numbers. Wings with one MDS in multiple flying units should divide these line numbers equitably between the units.)

13.9.1. Local sorties: 001-298.

13.9.2. Additions: 300-598.

13.9.3. Return from O&B, off-station, and XC sorties: 600-698.

13.9.4. FCF and OCF: 700-728.

13.9.5. Ferry Sorties: 730-748.

13.9.6. HQ AETC taskings: 750-798.

13.9.7. Weather evacuations: 800-898.

13.10. When monthly actual attrition is greater or less than programmed, prudently adjust weekly flying schedules to stay on track with the monthly and annual UTE rate. The intent of adjusting weekly schedules in order to meet the programmed UTE rate is to keep PFT and the FHP properly aligned and for fleet management. However, zeroing out the monthly UTE is not expected. Implement a prorated system for weather cancellation during the weekly process and recording deviations. (See Attachment 4 and Attachment 2 for instructions on completing AETC IMT 206A and AETC IMT 206C, respectively.) Distribute the adjustments over future weekly flying plans to avoid significant disruptions to scheduled maintenance plans and student syllabus requirements. Make every effort to meet student and CT training requirements. Attrition sorties are expendable. The following are examples for adjusting attrition:

13.10.1. **Low Attrition Application.** If losses do not occur as anticipated, adjust weekly schedules to prevent exceeding the monthly plan. For example, if the monthly plan is 2,102 sorties or missions with an attrition factor of 25 percent, a total of 2,803 sorties or missions would be scheduled at 127.4 sorties or missions per day for the 22-workday month of June. During 1 through 16 June (12 workdays), 1,400 of 1,402 sorties or missions scheduled were flown. The third weekly sortie or mission request should then be adjusted to prevent an overfly. Subtract the 1,400 sorties or missions flown from the 2,102 monthly requirement. This leaves a commitment of 702 required sorties or missions. Using the same 25 percent attrition factor, only 936 sorties or missions must be scheduled for the remaining 2 weeks. Depending on actual losses during the third week, a further increase or decrease for the fourth week may be required.

13.10.2. **High Attrition Application.** During the same 12-day period, 1,000 of 1,402 sorties or missions scheduled were flown due to higher than planned weather losses. Therefore, the third weekly sortie or mission request should be adjusted to prevent an underfly of the monthly plan. Subtract the 1,000 sorties or missions flown from the 2,102 monthly requirement, leaving a commitment of 1,102 sorties or missions required by the monthly plan. Reapply the 25 percent attrition factor to the remaining sortie or mission commitment for 1,469 sorties or missions for the remaining 2 weeks. This leaves 147 sorties or missions per day compared to the original of 128 sorties or missions per day. Because this is greater than the agreed sortie or mission count in the monthly plan, review maintenance and operational support capabilities for the inflated sortie or mission request. Again, depending on actual losses during the third week, a further decrease or increase may be required for the fourth week.

13.11. After coordinating any necessary adjustments, OS commanders will document training requirements and maintenance capability and forward requests to the OSS operations scheduling. The OSS operations scheduling will coordinate and deconflict squadron requests



before the weekly scheduling meeting and forward any recommended changes to the operations scheduling section for review no later than 2 workdays before the meeting.

13.12. Maintenance and operations schedulers will discuss weekly needs and arrive at an acceptable, coordinated schedule for the group commander's review. PS&D will build, publish, and distribute the weekly schedule and will use Air Force scheduling forms or IMTs, locally approved IMTs, or locally developed spreadsheets.

13.13. The weekly meeting will be convened no later than 1200 on Friday. SQ/CCs or their designated representatives will brief status and other information with an emphasis on trends and existing limitations that are hindering the monthly sortie or mission (or hourly) attainment. The WG/CC will sign the weekly plan.

13.14. The OG/CC and MXG/CC will present the proposed schedule to the WG/CC for approval. If an agreement cannot be reached prior to the weekly scheduling meeting, the problem will be referred to the WG/CC for a decision. Once approved, the weekly schedule will become the final planning guide for both maintenance and operations and the basis for deviation reporting. Every effort will be made to execute the schedule as printed.

13.15. After the weekly schedule is briefed and approved, MOF PS&D will consolidate, publish, and distribute it per AFI 21-101. They will ensure access to electronically developed maintenance and operational plans and schedules is accessible only to those areas that have a need for the information. The original copy will be filed and maintained in PS&D in accordance with the Air Force RDS.

13.16. Changes to the printed weekly flying and utilization schedules require coordination and approval by the MXG/CC and OG/CC; exception: pure maintenance actions scheduled in the weekly schedule require MXG/CC coordination and approval only. The total number of sorties or missions and aircraft serial numbers, except when using the replacement rule in paragraph 19.3, will remain the same without incurring a deviation. Requirements may necessitate the conversion of out-and back (O&B) and cross-country (XC) sorties or missions to local sorties or missions or vice versa. Once the changes are made, normal deviation reporting applies. Remember, only launches by the parent maintenance organization are accountable in sortie scheduling effectiveness (SSE) computations.

13.16.1. Use AF IMT 2407 to document weekly schedule changes prior to the start of the flying period and record these changes in the MIS. (AETC IMT 206C will only be used as a manual backup in the event of MIS nonavailability.) Deviations to the weekly schedule apply and are recorded even though a change is made using the AF IMT 2407. (AF IMT 2407 is a coordination sheet used to document the receipt of the changed information by all affected agencies.) The activity requesting the change will initiate AF IMT 2407 and ensure coordination with all affected activities. A detailed reason for the schedule change will be included on AF IMT 2407. **NOTE:** A change to the original printed takeoff or landing time of 15 minutes or less does not require an AF IMT 2407 to be initiated. However, munitions configuration changes require an AF IMT 2407, regardless of when the action is initiated.

13.16.1.1. **(Added-LAUGHLINAFB)** AF IMTs 2407, Weekly/Daily Flying Schedule Coordination, will be submitted and approved via e-mail. MX Division Chiefs, Deputy Director of Maintenance, or Director of Maintenance will be the

maintenance approving authorities for AF IMTs 2407. PS&D Supervisor, airframe specific PS&D scheduler, MOC Supervisor, and MOC Lead Controllers will be notified by copy on e-mail. During absences of the approving authorities, Division Superintendents, Maintenance Chief of Staff, Night Shift Aircraft Maintenance Coordinator, or Night Shift Production Superintendent may approve these requests.

13.16.2. After coordination, PS&D will update the MIS for changes made before the daily scheduling meeting, and the MOC will update the MIS with changes made after the daily scheduling meeting. In addition, the MOC will annotate all changes in red on the weekly schedule maintained in the MOC. Maintenance analysis will use the MIS to review for trends and include the results in monthly summary reports. Commanders and schedulers will use trend results to identify and correct problems and to assist in building and executing future plans. Maintenance analysis will return the annotated schedules with (AF IMTs 2407) to PS&D or the MOC (established locally) for filing.

13.16.3. For units that do not have an MIS, the MOC will forward the weekly schedule, including all AF IMT 2407s for the affected week, to maintenance analysis at the end of each flying week. Maintenance analysis will review for trends identified in the changes and include the results in monthly summary reports. Commanders and schedulers will use trend results to identify and correct trends and to assist in building and executing future plans. Maintenance analysis will return the annotated schedules (with AF IMTs 2407) to either PS&D or the MOC (as local procedures dictate) for filing.

#### **14. Flying the Schedule:**

14.1. **Weekly Schedule.** This schedule is the final planning guide for both maintenance and operations. Although changes to the weekly schedule are inevitable, changes that adversely affect maintenance or operations should be kept to a minimum. Operations scheduling and PS&D will maintain constant coordination to minimize the negative impact changes might have on achieving long range objectives and maximizing reaction time. Operations scheduling and PS&D will verbally coordinate changes to the weekly schedule no later than prior to the daily scheduling meeting or 1500. They will follow up verbal coordination on an AF IMT 2407 per paragraph 13.16.

14.2. **Alternate Schedule.** If weather is questionable for night flying, operations scheduling may provide an alternate schedule for the following day (depending on the flying window, maintenance, and instructor capabilities) based on the successful completion of the night flying and it's rescheduling. Operations scheduling will notify the MOC and flight line production superintendent by 2200 regarding which schedule to use.

14.3. **Delayed Launch.** If a launch is delayed, operations scheduling will decide (after coordinating with the flight line production superintendent) if the sortie or mission should be cancelled (nondelivery for operations, maintenance or supply) to prevent hindering future aircrew or aircraft commitments. A delayed launch will be initiated before an aircraft's crew ready time.

#### **14.4. Late Launch:**

14.4.1. If a scheduled sortie or mission does not launch within 1 hour (4 hours for Altus, Kirtland, Little Rock, Fairchild AFBs, and Ft Rucker only) after the scheduled takeoff time and there was no coordination between operations and maintenance prior to the crew

ready time, the sortie or mission will be terminated and the appropriate deviation will be recorded against maintenance, operations, or supply, as appropriate. **NOTE:** Verbal coordination can be used between operations and maintenance, however once a decision has been coordinated and agreed upon, maintenance must coordinate changes to the MOC.

14.4.2. If the printed tail number is a ground abort and is replaced with a spare that does not take off within 1 hour (4 hours for Altus, Kirtland, Little Rock, Fairchild AFBs, Ft Rucker only) after the scheduled time, the MOC will record the ground abort, terminate the line, and add a new line (ops add) if requested.

14.4.3. If no spare is available and an aircraft is added or the original aircraft launches after the 1 hour window (4 hours for Altus, Kirtland, Little Rock, Fairchild AFBs, Ft Rucker only) and the flight line production superintendent acknowledges supportability, the MOC will record an ops add. (This does not apply to weather-related delays.)

14.4.4. **(Added-LAUGHLINAFB)** Subsequent sortie takeoff times resulting from accepting a spare and an approved chock extension may be adjusted as necessary to accommodate normal MX turn time. OPS and MX must jointly determine the spare's chock time and MX will notify MOC of the new return to chock time. MX is responsible for filling subsequent schedule takeoff times.

14.5. **Early Launch.** Early launches are authorized if the launch is consistent with mission control times and the flight line production superintendent acknowledges supportability.

14.6. Interchanges:

14.6.1. Interchanges should be used to prevent reconfiguration and unnecessary expenditures of work hours when the prime aircraft is NMC at its scheduled takeoff time. PS&D and/or the flight line production supervisor may interchange printed prime, spare, FCF, or OCF released or XC return aircraft without incurring deviations. Every effort must be made to make the interchanges at the daily maintenance scheduling meeting the day before the aircraft's scheduled flight.

14.6.2. Interchanges will be documented on an AF IMT 2407, except those outlined in AFI 21-101. PS&D will update the MIS for interchanges made before the daily scheduling meeting, and the MOC will update the MIS on any interchange made after the meeting and be notified of all interchanges.

14.7. O&B or XC Sorties or Missions:

14.7.1. When aircraft on an O&B or XC mission cannot return to home station as scheduled, the MOC will immediately notify PS&D, flight line production superintendent, and operations scheduling.

14.7.2. Weather conditions and student progress may require the conversion of O&B and XC sorties or missions to locals. When converting an O&B or XC to a local sortie, the out portion will be converted nonchargeably, but the back portion will be recorded as a chargeable ops add if flown. Conversely, locals may be converted to O&B or XC. Convert local sorties to O&B or XC as follows; record the out portion as nonchargeable. For the back portion, sortie scheduling effectiveness is not affected since only launches by parent maintenance support are accountable in SSE (see 15.7.3). In the event that the

conversion of local sorties to O&B or XC results in second and subsequent local sorties not being flown, record these sorties as a chargeable ops delete(s).

14.7.3. Only launches by parent maintenance support of O&B and XC are accountable in sortie or mission scheduling effectiveness computations. Changes of this type must be a combined coordination effort between operations scheduling, PS&D, flight line production superintendent, and MOC to ensure affected aircraft meet the revised mission and tracking requirements.

14.7.4. **(Added-LAUGHLINAFB)** Scheduling off-station aircraft during the week will result in an accompanying reduction in the daily number of prime fliers. NOTE: Failure to return aircraft by the scheduled NLT land time may result in a one-for-one cancellation of aircraft available for the following day's flying schedule, beginning with the first scheduled takeoff.

14.7.4.1. **(Added-LAUGHLINAFB)** Wing Programming and PS&D will coordinate normal flying schedules to the greatest extent possible to ensure the maximum number of off-station aircraft at any one time will not exceed 35 aircraft. The maximum number of off-station aircraft includes all non-mission capable (NMC) off-station aircraft, air shows, Instructor Enrichment Program (IEP)s, Continuation Training (CT), and student XC aircraft. Out and back sorties scheduled during weeks with large numbers of XC sorties may also impact or limit the number of XC sorties MX is able to provide. Requests for numbers above these must be authorized by the Director of Maintenance (DOM) or Deputy Director of Maintenance (DDOM).

14.7.5. **(Added-LAUGHLINAFB)** For weekend XC sorties, scheduled XC aircraft will normally recover on Sunday during the established recovery window.

14.7.6. **(Added-LAUGHLINAFB)** Transient Alert support for Saturday launches and recoveries are negotiated by 47 FTW/MXZ and 47 CONS/LGCA. These launches and recoveries must be coordinated with 47FTW/MXZ and PS&D NLT 1400 on the Tuesday prior to the weekend of the requirement.

14.7.7. **(Added-LAUGHLINAFB)** When Laughlin aircraft are NMC off station, MX shall brief the WG/CC the aircraft location, discrepancy, the Wing responding to the aircraft, and ETIC daily. MX and OPS agree to give high priority to aircraft requiring "rescue." MX will determine and coordinate recovery efforts via MOC. After repairs are completed for NMC aircraft off station, MOC will notify OPS and request a "rescue." At its earliest opportunity, OPS shall dispatch aircrew to "rescue" the off-station aircraft. All rescued aircraft shall return to home station via the most direct means available. XC aircrew may "rescue" an off-station aircraft when returning to Laughlin by the most direct route, but may not continue their XC sorties in the "rescue" aircraft, unless authorized by Squadron DO and MX Division Chief.

14.8. **Engine Running Crew Change (ERCC) Sortie or Mission.** Tanker, airlift, tanker transport trainer, or rotary wing aircraft may implement ERCC procedures when it is not economical to generate a new aircraft for partially missed operational training objectives. During an ERCC, the aircrew maintains control of the aircraft. If an aircrew member does not remain during the crew swap, maintenance assumes responsibility for the aircraft and

maintenance inspections will be performed in accordance with the aircraft-specific technical guidance before the aircraft may relaunch.

**14.9. T-6 initial Solo ride.** For T-6 initial student solo and instructor pilot seat change for currency, the aircrew will maintain control of the aircraft and no thru-flight will be performed IAW 1T-6A/B-6WC-1. However, for reporting purposes in IMDS this will be loaded as two separate lines but will be debriefed and counted as one sortie.

**14.10. Incomplete Training.** This term is used to document student or crew who are incomplete on a sortie/mission due to not meeting required/planned training objectives. Incomplete training may result in a sortie or mission being documented as “Ineffective”, an operations determination. For example, if a student or crew has three training objectives scheduled for a sortie or mission and one of the requirements was not met, but is required for syllabus progression, a later sortie or mission line must be identified within that weekly schedule as an ERCC for the student to complete previously missed training events. Additionally, documenting incomplete training does not necessarily mean there was an air abort or an in-flight emergency.

**14.11. (Added-LAUGHLINAFB)** Table 14.11. provides basic planning factors for daily flying schedules.

**14.12. (Added-LAUGHLINAFB)** Crew Ready. The MOC will provide Mission Capable (MC) aircraft tail numbers “Crew Ready” IAW Table 14.11.

**14.13. (Added-LAUGHLINAFB)** Chock Time. Chock time is the time from scheduled takeoff time to aircraft return to parking spot (i.e. chocks). Chock times are IAW Table 14.11.

**14.14. (Added-LAUGHLINAFB)** Turn Time. Turn Time is the time from scheduled takeoff to next scheduled takeoff for local sorties. Turn times are IAW Table 14.11.

**14.15. (Added-LAUGHLINAFB)** Refueling Operations. Refueling operations at Laughlin AFB are conducted by 47 LRD/LGRF (POL). For aircraft in which refueling operations are not completed in the specified times prior to takeoff time, the applicable MX expeditor will assign a spare against that sortie, if available. The crew may delay accepting a spare if the refueling operations ETIC of the original aircraft is such that the aircraft can reasonably be returned to MC status in less time than required to preflight and launch a spare. POL will complete refueling operations within the Minimum Turn Time IAW Table 14.11.

**14.15.1. (Added-LAUGHLINAFB)** If MOC fails to notify Fuels Control of schedule changes or an aircraft nearing takeoff time in a timely manner (NLT 15 minutes), it then becomes a Maintenance Non Delivery.

**14.16. (Added-LAUGHLINAFB)** Functional Check Flight (FCF) and Transfer Aircraft. Aircraft requiring an FCF or scheduled for transfer will receive high priority to ensure they are accomplished as soon as practicable. Quality Assurance (QA) will notify the FCF Flight of aircraft requiring an FCF. PS&D will notify Squadron Programming of aircraft requiring transfer. Ferry flights/transfer aircraft should go directly to transfer destination and will be part of the weekly schedule when possible, but not considered a Prime Flier.

14.17. **(Added-LAUGHLINAFB)** Deployments. Requests for deployment aircraft and personnel should be made to 47 FTW/MX as soon as possible, but no later than 30 days prior to the deployment. Deployments require 47 FTW/CC approval.

14.18. **(Added-LAUGHLINAFB)** Additional Services.

14.18.1. **(Added-LAUGHLINAFB)** Wing Programming is the POC for static displays and public affairs events (such as photographic opportunities), as well as the use of Wing/Group/Squadron Flagships for special events. Wing Programming shall deconflict requests, ensure the requests include all pertinent data for the event, and submit a request for services to PS&D for processing.

14.18.2. **(Added-LAUGHLINAFB)** Requests for T-38 travel pods will be annotated in the remarks section on the OG Forms 206A and 206B.

14.18.3. **(Added-LAUGHLINAFB)** Wing Programming is the POC for squadrons to submit requests for Red I Recoveries and Fini Flights. Fini Flights on the Red I are normally scheduled for the last flight of the day and will be reserved for field grade officers. Exceptions will be coordinated through the OG/CC and DOM. Other Fini Flight launches shall be done within the flight. T-6s use "Kilo" Row for recoveries. For T-1s, "OSCAR" Row shall be used. T-38s recover other Fini Flights within the flight. Fini Flights will be annotated in the remarks section on the OG Forms 206A and 206B.

14.18.4. **(Added-LAUGHLINAFB)** Hangar requests require squadron commander approval and will be processed through PS&D and the DDOM using Attachment 8, Request for Hangar Use.

14.18.5. **(Added-LAUGHLINAFB)** Airshow aircraft requests must be made to the DOM and Wing Programming prior to the 15th of the preceding month to the airshow. For example, a May airshow request should be made NLT 15 April. The DOM will advise the OG/CC of airshow location supportability and available maintenance recovery capabilities. Airshow aircraft and spare will be identified to ensure scheduled maintenance and inspections are complied with, and both aircraft will be scheduled for airshow preparations. The number of aircraft scheduled for air shows should be limited to no more than one aircraft per MDS per week. If the airshow prime and spare ground abort, taking a line aircraft is not approved. Airshow aircraft shall only fly the day of departure to the appointed airshow destination (no sorties will be scheduled on the aircraft prior to its departure). Any deviations to this policy must be approved by the OG/CC and DOM.

14.18.6. **(Added-LAUGHLINAFB)** "Spouse taxis" should be annotated in the remarks section of the OG Form 206A for the affected week. A plan for use of aircraft will be provided in a separate "taxi schedule" or annotated on the daily OG Form 206B and provided at the weekly scheduling meeting. Taxis are not counted as sorties on the OG Form 206A.

14.18.7. **(Added-LAUGHLINAFB)** Pilot name change requests will be submitted by email to the appropriate aircraft scheduler, PS&D workleader, and PS&D supervisor during the first month of each quarter. These must be preapproved by the OG/CC IAW AETCI 21-106. Squadron representatives will be responsible for verifying submission accuracy.

**Table 14.11. (Added-LAUGHLINAFB) 47 FTW Sortie Time Table Data.**

47 FTW Sortie Time Table Data			
	Crew Ready PTTO:	Chock Time ASTO:	
T-1	45 min	4 hours (6 + 30 for off-station)	
T-6	25 min	2 hours (5 hours for off-station)	
T-38	30 min	1 hour + 45 min	
	ASD	ASD Converted	Minimum Turn Time Required Between Sorties
T-1	2.37	2 hours 19 min	6 hours
T-6	1.38	1 hour 20 min	3 hours
T-38	1.12	1 hour 4 min	3.5 hours

**15. Planned Surge:**

15.1. Surging is a management technique employed by the WG/CC and designed to temporarily produce sorties or missions at a higher-than-normal rate. For the purpose of this instruction, a sortie or mission surge for units that fly trainer-designated aircraft is an increase of at least 15 percent over the average daily sortie or mission rate and an increase of at least 50 percent for other units.

15.2. Maintenance and operations must work together with the functional commander (FC), administrative contracting officer (ACO) (if a contracted activity), and any other support activity that may be affected by the surge to ensure proper coordination during the planning processes. The number of sorties or missions increased is determined by the training objective. Surge scheduling should only be used on a limited basis to recover lost sorties or missions or to purposely exceed or “get ahead” in preparation of future known events that will cause a decrease in sortie or mission production. Units should plan to get the maximum number of sorties or missions possible from each airframe committed to the schedule. Surges may also be employed when part of a squadron is deployed.

15.3. When planning a sortie or mission surge, take full advantage of the available flying and maintenance training period by performing concurrent aircraft inspection and servicing procedures. When planning surges, keep in mind that there may be some maintenance contracts that contain a maximum allowable number of sorties or missions that may be flown on a daily basis. **NOTE:** To determine the average daily sortie or mission rate when planning a sortie or mission surge in a particular month, take the number of sorties or missions planned for that month from the annual plan (Attachment 3) and divide that number by the number of O&M days in that month.

15.4. Surging significantly increases the tempo of all activities involved in flying and producing sorties or missions. A surge can decrease aircraft mission capable rates by creating a backlog of unscheduled maintenance affecting future airframe capability and/or availability. Ineffective sorties or missions, an adverse effect on student and instructor capability, syllabus constraints, and overextending scarce resources also must be considered when scheduling surges.

15.4. **(LAUGHLINAFB)** The official timekeeper for deviation purposes will be MOC. The applicable MX expeditor will notify MOC of crew shows, spare and interchange assignments (tail swaps), and inchock times.

15.5. As a minimum, assign line numbers, aircraft tail numbers, takeoff and land times, configurations, type missions, and the priority in the weekly flying and maintenance schedule for the first sortie or mission launch. Only line numbers (the total number of sorties or missions the unit intends to fly), configurations, and type missions are required for subsequent launch lines. Returning MC aircraft may be inserted into the next open line as determined by aircraft-land status. If more sorties or missions were flown than intended, they will be considered flown as scheduled. For all other deviations, normal deviation reporting applies. Manage spare aircraft according to paragraph 6.

15.5. **(LAUGHLINAFB)** See current Operations/Maintenance Deviation Matrix (Attachment 6) for disposition of sorties and locally assigned tracking codes.

15.6. There are limitations on the frequency and duration of a surge for civil service and contract activities. Specifically, surging will not be employed for more than 2 days in a monthly flying period. Waivers must be submitted to HQ AETC/A3 and HQ AETC/A4 for approval.

15.7. **(Added-LAUGHLINAFB)** Surges will be accommodated and flown in accordance with procedures in AETCI 21-104. The average daily sortie rate from the annual plan will be compared against the Required Sorties (block 2a on the OG Form 206A) to determine if a surge request is required.

**16. Combat Generation.** Generations are conducted as outlined in applicable Air Force guidance and unit plans. Scheduling procedures are as follows:

16.1. Publish a weekly schedule, but once the exercise is initiated, cancel that day's printed schedule without recording deviations. Hold the remainder of the weekly schedule in abeyance until the exercise has terminated.

16.2. Before publishing the air tasking order (ATO), determine the total number of aircraft that maintenance can support versus operational requirements.

16.3. Ensure the ATO contains the mission number, on-status time or time on target, and configurations. Prepare and finalize a daily flying schedule that identifies aircraft tail numbers, including spares for the first launch period no later than 2 hours prior to the first on-status or takeoff time. When using a scramble scenario, establish a launch window timeframe instead of takeoff times. Report nondeliveries as deviations.

16.4. When the exercise is terminated, revise the original weekly schedule by replacing it without reporting deviations. After approval of a new weekly schedule, normal deviation reporting procedures will resume.

**17. Deviations (General): (NOTE:** Also, see paragraph 18 for chargeable deviations and paragraph 19 for nonchargeable deviations.)

17.1. Deviation recording is a management tool for identifying and correcting trends. (See Table 1 for common deviation determinations.) The MOC will record all chargeable and nonchargeable deviations from the approved, printed weekly schedule in the MIS. AETC IMT 206C will only be used as a manual backup in the event the MIS becomes inoperative.



(See Attachment 3 for instructions on completing AETC IMT 206C.) Deviations recorded on the AETC IMT 206C will be input into the MIS by MOC personnel within 24 hours after system recovery.

**Table 1 Common Deviation Determination Guide.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Event</b>	<b>Is the Deviation</b>		<b>Remarks</b>
		<b>Recorded in IMDS- CDB/G081?</b>	<b>Calculated in SSE?</b>	
<b>1</b>	A sortie or mission is added to the flying schedule (excluding OCFs or FCFs and XC return).	Yes	Yes	
<b>2</b>	A sortie or mission is added for an OCF or FCF.	No	No	OCFs and FCFs are considered flown as scheduled.
<b>3</b>	A sortie or mission is deleted.	Yes	Yes	Once the decision is made to delete the sortie or mission, it is a deletion. If a decision is made after the deletion to fly the sortie or mission, it becomes an added line.
<b>4</b>	A sortie or mission is determined to be noneffective.	No	No	This is not a deviation. This determination is made by operations and has no bearing on SSE.
<b>5</b>	A spare aircraft printed on the flying schedule is used in a printed line.	Yes	No	
<b>6</b>	An aircraft on the printed schedule is swapped with an aircraft in another printed line.			
<b>7</b>	An aircraft not printed in the flying schedule is used in a printed line. Excluding aircraft already flown that day such as an OCF/FCF or XC return.		Yes	Only one deviation is recorded for the added aircraft. The result is the same as adding an aircraft as a spare, and then interchanging it into a printed line.
<b>8</b>	An aircraft not printed in	Not unless	Not unless	This only counts in SSE

I T E M	A	B	C	D
	Event	Is the Deviation		Remarks
		Recorded in IMDS- CDB/G081?	Calculated in SSE?	
	the flying schedule is added as a spare.	flown	flown	computations if used.
9	An aircraft not printed in the flying schedule that has flown that day is used in a printed line.	Yes	No	Examples include previously flown OCF or FCF aircraft and XC returns.
10	A ground abort is replaced with another aircraft or spare from the printed schedule.		Yes	The first ground abort is computed in SSE. The second and subsequent ground aborts on a single line are not computed in SSE.
11	A printed aircraft ground-aborts and is replaced with an aircraft NOT on the printed schedule. The second aircraft also ground-aborts and the original aircraft is fixed and flies the sortie or mission.			Record a chargeable deviation against the original aircraft and a nonchargeable against the second aircraft. Then load utilization against the aircraft on next available sortie or mission.
12	A printed aircraft ground-aborts and there is no spare to fly the line			Record a chargeable ground abort in IMDS-CDB/G081 against the original aircraft and is computed in SSE. An MND will also be recorded against the line but is not calculated in SSE.

17.2. Deviations to the schedule are considered either chargeable or nonchargeable for the purpose of computing sortie or mission scheduling effectiveness. The MOC will review online sortie or mission recaps at the completion of each flying period, ensuring deviation reporting accuracy. If the MIS is inoperative, AETC IMT 206C must be used. The MOC will deliver a copy of the previous day's completed IMT to maintenance analysis each morning.

17.3. Deviation reporting is applicable to all AETC-possessed aircraft. When an aircraft ground-aborts and the abort is associated with a nondelivery, multiple deviations will be recorded but the MND will not be computed in SSE (see Table 1, item 12). When assessing deviations, always ask, "What caused the event?" Normally, the first event in a sequence of events is the primary cause for a deviation. For example, late crew arrival at the aircraft or operations refusal to accept an MC spare is not always a maintenance nondelivery.

**18. Chargeable Deviations.** These are variations to the flying schedule that are within the control of the local authority. Chargeable deviations are as follows:

**18.1. Engine Running Crew Change (ERCC).** ERCC sorties or missions printed in the weekly schedule that are not flown (paragraph 14.8) are charged to the agency that caused the deviation. **EXCEPTION:** A deviation will not be recorded for an ERCC if all of the following conditions exist:

18.1.1. The aircraft is required to be shut down to facilitate maintenance actions.

18.1.2. Repairs are made while operations maintains control of the aircraft.

18.1.3. The sortie or mission can be launched to meet mission requirements.

**18.2. Ground Abort (GA):**

18.2.1. A GA is the discovery of a maintenance discrepancy after aircrew arrival that prevents that crew and aircraft from becoming airborne in time to complete the scheduled mission. The following are examples of what will normally be classified as a GA:

18.2.1.1. If a ground aborted aircraft is replaced by a spare and the spare can meet mission requirements, the original aircraft is coded as a GA.

18.2.1.2. If a spare aircraft is available for an aborted aircraft, but the spare cannot meet mission requirements and the sortie or mission is not flown, a nondelivery will also be recorded against the responsible agency (maintenance or operations) as determined locally.

18.2.1.3. If an aircraft lands Code 2 or 3 and bypasses the hot pits to take a spare aircraft, only the spare action is recorded. If the aircraft lands, takes fuel via the hot pits, incurs an NMC condition after completion of hot pit refueling (receptacle disconnected) and can no longer continue, a GA is recorded.

18.2.2. GAs are only chargeable against the prime aircraft; that is, only one GA is chargeable per sortie or mission line. Additional GAs (spare or interchange) against the same sortie or mission are documented as nonchargeable for SSE. GAs on FCFs or OCFs are nonchargeable.

**18.3. Nondelivery.** Nondelivery is a scheduled sortie or mission not flown due to maintenance nondelivery (MND), operations nondelivery (OND), or supply nondelivery (SND) Every effort must be made to determine the root cause for a nondelivery in order to prevent future missed training opportunities. An available MC aircraft refused by operations is not in itself an MND. Likewise, late arrival of an aircrew to a spare or interchangeable aircraft does not automatically create an OND. As determined locally, the nondelivery will be charged to the agency that caused the missed event.

18.3.1. The following are examples of what will normally be classified as an MND:

- 18.3.1.1. Aircraft undergoing repairs.
- 18.3.1.2. Maintenance inspection not completed.
- 18.3.1.3. Servicing not completed.
- 18.3.1.4. Aircraft de-icing not completed.
- 18.3.1.5. No launch personnel.
- 18.3.1.6. No spare or interchangeable aircraft.

18.3.2. The following are examples of what will normally be classified as an OND: **(NOTE:** If the first sortie or mission of the same or next day for an instructor or student [after being identified as DNIF] is flown by an alternate instructor or student and the sortie or mission proceeds as scheduled, no deviation is recorded. If an alternate instructor or student is not identified and the sortie or mission does not fly, OND, chargeable against the first scheduled flight, is recorded. DNIFs will be included in operations attrition factor development.)

- 18.3.2.1. Late crew show.
- 18.3.2.2. Scheduling conflict for instructor or student.
- 18.3.2.3. Late return from previous sortie or mission. (See the exception in paragraph 19.6.7.)
- 18.3.2.4. Aircraft over “G.”
- 18.3.2.5. Gear or flap over speed.
- 18.3.2.6. Hard landing.
- 18.3.2.7. Foreign object in the cockpit dropped by the aircrew (pencil, helmet screw, etc.).

18.3.3. The following are examples of what will normally be classified as an SND:

- 18.3.3.1. A scheduled sortie or mission is cancelled due to lack of repair parts, fuel availability, or parts not available within prescribed pickup or delivery times Pickup or delivery times are established in AFMAN 23-110, Volume 2, *USAF Supply Manual*, or the contractor operated and maintained base supply (COMBS) contract.
- 18.3.3.2. A serviceable item was not available and the removed reparable item could not be repaired off-equipment due to nonavailability of parts prior to the scheduled takeoff time.
- 18.3.3.3. A late delivery of POL directly resulted in missed operational training. **NOTE:** Do not record an SND for aircraft restricted to “solo only” if the restriction will not hinder training objectives.

18.3.4. **(Added-LAUGHLINAFB)** When a Prime Flier ground aborts and a spare is offered, but is:

- 18.3.4.1. **(Added-LAUGHLINAFB)** Refused by the aircrew, OPS will be charged an Ops Non-Delivery (OND).

18.3.4.2. **(Added-LAUGHLINAFB)** Unusable to complete an effective mission due to the delay, MX will be charged a Maintenance Non-Delivery (MND).

18.3.4.3. **(Added-LAUGHLINAFB)** Unusable due to ITS Caution/Danger or other adverse weather, it will be a weather loss.

18.3.5. **(Added-LAUGHLINAFB)** In the event of an over-G, overspeed, or other ops-related event which makes the aircraft unavailable for the remainder of the day, the first non-delivery following this event will be charged against Operations. This will occur after all available aircraft committed to the schedule (prime fliers and spares) have been exhausted. Ops may be charged for one nondelivery for each subsequent turn. Example: an over-G in the 1<sup>st</sup> go can result in one OND in the second turn and one OND in the third turn.

#### 18.4. Additions:

18.4.1. Additions are aircraft or sorties/missions added to the weekly schedule that are not on the previously printed schedule and are outside the nonchargeable replacement windows. Additions will be recorded against the agency requesting the addition.

18.4.2. Additions that exceed the current number of weather losses available for use to bring the student timeline and CT requirement back to even will be recorded as chargeable operations additions.

18.5. **Deletions.** Deletions are sorties or missions scheduled, without an attempt to launch, that were deleted and not flown. Deletions are also aircraft scheduled, but removed from the weekly schedule. The following terms apply:

18.5.1. "Maintenance delete" pertains to aircraft removed from the daily portion of the weekly schedule prior to aircrew arrival and the sortie or mission was not flown.

18.5.2. Operations delete pertains to sorties or missions scheduled, but not attempted for operations reasons, excluding other deletions (paragraph 19.6.3).

**19. Nonchargeable Deviations.** Nonchargeable deviations are variations to the weekly schedule attributable to, or resulting from, events or factors not within the control of the local authority, as follows:

19.1. **Weather Additions.** Additions to the daily portion of the schedule may be required to compensate for higher-than-projected weather losses. When weather losses occur, sorties or missions may be added back into current and subsequent weekly schedules, as necessary, to bring the student timeline and CT requirements back to even without incurring any chargeable deviation. These provisions are applicable any time during the execution of the annual FHP. Nonchargeable weather cancels or additions will not be used in sortie or mission scheduling effectiveness computations. **NOTE:** Off-station, weather-cancelled sorties or missions may be added back on a one-for-one basis at the off-station location.

19.2. **Weather Deletions.** These deletions are scheduled sorties or missions not flown due to adverse weather impacting mission accomplishment at local, destination, en route, or alternate locations. This includes sorties or missions not flown due to exceeding the thermal heat index or allowable wind chill index.

**19.3. NMC Aircraft Replacement.** When changes to the weekly schedule are required to compensate for unscheduled maintenance, an NMC aircraft may be replaced, nonchargeable. The replacement aircraft must be chosen at least 12 hours prior to the first scheduled takeoff of the next day or up to 1 hour after the last scheduled landing of the current day's flying. This also applies to aircraft shown as spares in the weekly schedule. **NOTE:** Record a maintenance delete against the removed aircraft if it is replaced outside the nonchargeable replacement window. For units with more than one flying squadron the nonchargeable replacement window is based on individual squadron flying hour windows and not the wing flying hour window.

**19.4. Air Abort.** An air abort is a sortie or mission on an airborne aircraft that is terminated due to an in-flight aircraft system malfunction and prevents the completion of minimum sortie/mission requirements. An air abort is considered a sortie or mission flown when reporting total sorties or missions flown. An air abort will not be recorded when malfunctions occur during the before-takeoff checklist portion of helicopter sorties or missions. A noneffective sortie or mission or the early return of an aircraft does not necessarily mean an air abort occurred unless there is an in-flight aircraft system malfunction. **NOTE:** Effective sortie or mission determination will be made by operations.

**19.5. Ground Abort (GA).** Only the first GA is chargeable against any single sortie or mission line. All other GAs against that sortie or mission will continue to be recorded, but as nonchargeable against the sortie or mission scheduling effectiveness rate. All GAs count toward the abort rate computation identified in AETCI 21-105.

**19.6. Other Category (OT).** OT deviations to the weekly schedule that are not normally ascribed against maintenance or operations are as follows:

19.6.1. Sorties or missions added to the daily schedule for reasons beyond the control of the local authority; for example, higher headquarters and distinguished visitors (DV) sorties or missions (excluding incentive and familiarization flights) and FCF, OCF, and ferry sorties or missions. Training sorties or missions that were sympathy deletions (paragraph 19.6.8), but were added back to the schedule are considered flown as scheduled. Sorties or missions added back to the schedule after being cancelled by the Supervisor of Flying for birds in the area are nonchargeable operations adds.

19.6.2. Incentive and familiarization flights flown at the XC location of a deployed unit. These are considered flown as scheduled.

19.6.3. Sorties or missions not flown due to:

19.6.3.1. Lost air traffic control capability/determination, unprogrammed runway closure, total loss of required communications or equipment, or evacuation due to bomb threat. Also, random natural acts such as lightning strikes.

19.6.3.2. A bird strike on a previous sortie or mission when there is no spare or interchangeable aircraft available. This is only authorized for use on the day of the incident.

19.6.3.3. Higher headquarters or DV sorties or missions (excluding incentive and familiarization flights). This does not include higher headquarters or DV sorties or

missions cancelled due to chargeable deviations within the control of local authority (paragraph 18).

19.6.3.4. Recommendation from the Supervisor of Flying or equivalent for safety concerns based on the quantity of birds in the area.

19.6.4. Aircraft grounded or restricted from a scheduled mission because of an immediate action TCTO or one-time inspection.

19.6.5. Deviations resulting from a WG/CC-directed exercise, including force protection conditions (FPCON).

19.6.6. Notification of an unscheduled WG/CC safety briefing.

19.6.7. The inability of an aircrew instructor or student to return to the home station from an O&B or a XC mission solely because of aircraft servicing delays at the transient location.

19.6.8. Another scheduled aircraft's abort or nondelivery sympathy.

19.6.9. To prevent unnecessary expenditures of resources, UTE management can be used any day of the month when less-than-programmed attrition occurs and all training requirements for scheduled profile objectives have been met. For example, Monday thru Thursday are required night sorties or missions with Friday as an attrition day for those night sorties or missions. Zero night sorties or missions were lost Monday thru Thursday so Friday's attrition night sorties or missions could be deleted while other training requirement profile objectives scheduled for Friday must still be accomplished. Notify the appropriate maintenance functions of UTE cancellations as soon as the requirement is known. Not intended to be used as a cover for poor scheduling or to hide deviations and should be used as a last option after attempting to make mission changes or moving training requirements. For year end management, refer to paragraph 7.

19.6.10. ERCC sorties or missions added for incomplete training. These are nonchargeable if added during the same week a training event was lost.

19.6.11. Record the deviation as nonchargeable when an aircraft is at an off-station location, *cannot* return to home station for its scheduled sorties or mission, and a home station spare is not available to fly the sorties or missions. If the aircraft *can* return to home station for its scheduled sortie or mission from the off-station location, no deviation is incurred. **NOTE:** Sorties or missions not supported by parent maintenance support are considered flown as scheduled and are not used in scheduling effectiveness computations.

**20. Maintenance Scheduling Effectiveness (MSE) Rate:** The purpose of the MSE rate is to measure the success of a unit in executing its planned maintenance schedule. Scheduled actions and their respective weighted factor points in Figure 2 will be used to compute the MSE rate. See Table 2 for sample computations for these scheduled actions. The MSE rate is the percentage of scheduled aircraft maintenance actions that were completed on or prior to the scheduled date printed in the weekly schedule.

20.1. Pen and ink changes will be allowed purely for maintenance and training action changes to the weekly schedule. Changes must be documented using an AF Form 2407 labeled "Pen and Ink Changes" and coordinated and approved by the MXG/CC or DOM

NLT Friday @1600 prior to the effective week. Once these changes are made, normal deviation reporting applies.

**Figure 2 Scheduled Actions and Their Corresponding Assigned Weighted Factor Points.**

<b>Scheduled Action</b>	<b>Assigned Weighted Factor Points</b>
Phase inspection (PE or ISO)	30
HSC or HPO	20
TCTO	20
Engine time change	20
Aircraft time change item	20
Special inspection	15
Wash, corrosion, prep, and paint	15
Delayed discrepancy	5
Document review	5
Transfer inspection or acceptance inspection	3
Maintenance and aircrew trainers or static display	2
Additional scheduled actions (not listed above)	2

**Table 2 Sample Computations for Scheduled Maintenance Actions.**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>I T E M</b>	<b>Scheduled Action</b>	<b>Assigned Weighted Factor Points</b>	<b>Number of Actions</b>	<b>Possible Points (B X C)</b>	<b>Actions Completed as Scheduled</b>	<b>Points Earned (B X E) (note 1)</b>	<b>MSE Percent (note 2)</b>
<b>1</b>	Phase inspection (PE or ISO)	30	1	30	1	30	100
<b>2</b>	HSC or HPO	20					
<b>3</b>	TCTO	20	2	40	2	40	100
<b>4</b>	Engine time change (note 3)	20	2	40	1	20	50
<b>5</b>	Aircraft time change item (note 3)	20					



<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	<b>Scheduled Action</b>	<b>Assigned Weighted Factor Points</b>	<b>Number of Actions</b>	<b>Possible Points (B X C)</b>	<b>Actions Completed as Scheduled</b>	<b>Points Earned (B X E) (note 1)</b>	<b>MSE Percent (note 2)</b>
<b>6</b>	Special inspection (note 3)	15	7	105	5	75	71.5
<b>7</b>	Wash, corrosion, prep, and paint (note 3)	15					
<b>8</b>	Delayed discrepancy (note 3)	5					
<b>9</b>	Document review	5	5	25	4	20	80
<b>10</b>	Transfer inspection or acceptance inspection	3					
<b>11</b>	Maintenance and aircrew trainers or static display	2					
<b>12</b>	Additional scheduled actions (not listed in Items 1 through 11)	2					

**NOTES:**

1. Points are only earned for scheduled maintenance events on tail numbers printed in the weekly schedule. Use the event completion month as the basis for when to calculate possible points and points earned.

2. Column F (Points Earned) ÷ Column D (Possible Points) x 100 = MSE Percent.

3. Non-PE, ISO, HSC, or HPO requirements.

20.2. The MIS and the published weekly schedule will be used to determine whether maintenance actions and training events/static displays were completed on time. An action is considered completed on time if the date entered in the event ID in the MIS is consistent with the date scheduled in the weekly schedule or if a training event /static display is completed on the date scheduled. TCTOs and TCIs compliance are based off the day the task is scheduled in the weekly schedule unless scheduled during a Phase, PE, HPO or ISO; the completion of the task will then be based on the completion of the inspection.

20.3. Phase, PE, HPO, and ISO inspections will be measured against the scheduled completion date for the “look” portion of the inspection only. **NOTE:** Aircraft Fleet time will be updated in the MIS upon completion of the phase package. The phase package will consist of all work cards associated with the phase and identified in the respective aircraft -6 TO. Phase is considered complete when all work cards loaded in IMDS for the entire phase package are completed and WCE 1 is signed off generating suspense to P&S for clearing and phase next due time update. Any additional work beyond completion of the phase work card package will be carried forward as unscheduled maintenance and will be signed off separate from the original phase package.

Do not count (earned or possible) any of the following scheduled maintenance actions into the MSE rate:

20.3.1. Maintenance cancelled due to severe weather, weather diverts, aircraft not able to return to base due to maintenance malfunction, or impounded aircraft.

20.3.2. Cancelled maintenance actions to comply with a higher headquarters tasking and notification of an immediate action TCTO or OTI that prevents the scheduled maintenance from being performed.

20.4. When computing MSE, record detailed reasons for missing scheduled maintenance actions. A low MSE rate may indicate a unit is experiencing turbulence on the flight line, in the back shops or even other areas outside of maintenance (i.e. operations, supply etc). This indicator is primarily used as feedback to maintenance managers on the success and adherence to scheduled maintenance plans and the wing’s ability to support these actions.

20.5. The MXG/CC may select additional areas for local scheduling effectiveness tracking (Table 2, Item 12).

## 21. Spare Rate Factor:

21.1. **Computation.** Based on historical data of the unit from previous similar flying months. Minimum spare aircraft requirement factors will be calculated against first-go sorties or missions by MSDA. These factors will be provided to the appropriate maintenance scheduling function. The following is an example how to determine the spare factor:

First sortie or mission maintenance deletions	.10
First sortie or mission supply deletions	.03
First sortie or mission GAs	<u>.05</u>
Spare factor	= .18 (18 percent)

21.1.1. The spare factor is determined by adding the total logistics nondelivery and GA percentage factors for the planning period. Contact maintenance analysis for these rates.

21.1.2. Spare rate = spare factor x total average first-go launches. This is the spare aircraft required to support the schedule. Round decimals up to the next whole number.

21.2. **Application.** The formula to determine minimum spare aircraft required is as follows: First-go sorties or missions scheduled X spare factor = minimum number of spare aircraft

required rounded to next whole number. This may be adjusted to compensate for unusual configurations such as tow dart, flare pods, etc. For example, 12 first-go sorties or missions and using the spare factor from paragraph 21.1; that is,  $12 \times .18 = 2.16$  (number of spares required is 3).

**22. IMTs Prescribed.** AETC IMTs 206, **Monthly Flying Coordination**; 206A, **Weekly Flying Coordination**; 206C, **Aircraft Deviation Record**; and 208, **Weekly Scheduling Request**.

**23. IMTs (and Forms) Adopted:**

23.1. AF Form 2401, **Equipment Utilization and Maintenance Schedule**; AF IMT 2407, **Weekly/Daily Flying Schedule Coordination**; and AF IMT 3153, **General Purpose (11" x 8 1/2")**.

23.2. AETC IMT 520, **Engine Maintenance and Inspection Forecast**, and AETC IMT 1236, **Request for Improving/Changing AETC Maintenance Publications**.

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

(Added-LAUGHLINAFB) AF Form 847, Recommendation for Change of Publication  
AFPD 21-1, *Air and Space Maintenance*  
AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*  
AFI 11-221, *Air Refueling Management (KC-10 and KC-135)*  
AFI 11-401, *Aviation Management*  
AFI 21-101, *Aircraft Equipment Maintenance Management*, and its AETC Sup 1  
AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*  
(Added-LAUGHLINAFB) AFCSM 21-565 V2., IMDS Operational Event Subsystem  
(Added-LAUGHLINAFB) AETCI 21-104, Aircraft Planning and Scheduling Procedures  
AFMAN 23-110, Volume 2, *USAF Supply Manual*  
AFMAN 33-363, *Management of Records*  
(Added-LAUGHLINAFB) LAFBI13-203 *Airfield Operations*  
TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*  
AETCI 21-105, *Logistics Performance Measures Reporting Procedures*  
Air Force Records Disposition Schedule (RDS)

***Abbreviations and Acronyms***

(Added-LAUGHLINAFB) **47 LRD/LGRFI**—(Fuels Control)  
(Added-LAUGHLINAFB) **47 LRD/LGRS**—(Supply)  
**ACO**—administrative contracting officer  
**AGE**—aerospace ground equipment  
**AI**—aircrew instructor (instructor pilot, navigator, load master, boom operator, etc.)  
**AR**—Attrition Reserve  
**ASD**—average sortie duration  
**AMD**—average mission duration  
**ATO**—air tasking order  
(Added-LAUGHLINAFB) **AUR**—Accomplishment and Utilization Report  
**AVDO**—aerospace vehicle distribution officer  
**BAI**—backup aircraft inventory

**CFT**—contract field team

**CLS**—contractor logistics support

**CND**—cannot duplicate

**COMBS**—contractor operated and maintained base supply

**CPFH**—cost per flying hour

**CT**—continuation training

**(LAUGHLINAFB) CT**—Continuation Training

**(Added-LAUGHLINAFB) DDOM**—Deputy Director of Maintenance

**DNIF**—duty not involving flying

**(Added-LAUGHLINAFB) DO**—Director of Operations

**DOM**—Director of Maintenance

**DV**—distinguished visitor

**ERCC**—engine running crew change

**ENJJPT**—Euro-NATO joint jet pilot training

**(Added-LAUGHLINAFB) ETIC**—Estimated time in Completion

**FC**—functional commander

**FCF**—functional check flight

**FHP**—flying hour program

**FMC**—fully mission capable

**(Added-LAUGHLINAFB) FTS**—Flying Training Squadrons

**FTU**—formal training unit

**HPO**—hourly postflight (inspection)

**HSC**—home station check (inspection)

**(Added-LAUGHLINAFB) IEP**—Instructor Enrichment Program

**IFF**—introduction to fighter fundamentals

**IMDS**—CDB—Integrated Maintenance Data System – Central Data Base

**ISO**—isochronal

**JUPT**—Joint Undergraduate Pilot Training

**LGND**—logistics nondelivery

**MA**—maintenance authority

**MC**—mission capable

**MDS**—mission design series

**MIS**—maintenance information system

**MMA**—maintenance management analysis

**MND**—maintenance nondelivery

**MOC**—maintenance operations center

**MXG**—Maintenance Group

**NMC**—not mission capable

**O&B**—out-and-back

**O&M**—operation and maintenance

**OCF**—operational check flight

**OND**—operations nondelivery

**OG**—operations group

**OS**—operations squadron

**OSS**—operations support squadron

**PA**—program allocation

**PAI**—primary aircraft inventory

**PE**—periodic inspection

**PIT**—pilot instructor training

**PFT**—programmed flying training

**PMC**—partial mission capable

**(Added-LAUGHLINAFB) POL**—Petroleum, Oil, Lubricant

**PS&D**—plans, scheduling, and documentation

**(Added-LAUGHLINAFB) SARMS**—Squadron Aviation Resource Management Specialists

**SND**—supply nondelivery

**STL**—student time line

**SUPT**—specialized undergraduate pilot training

**(Added-LAUGHLINAFB) TA**—Transient Alert

**TAI**—total aircraft inventory

**TCTO**—time compliance technical order

**TO**—technical order

**UPT**—undergraduate pilot training

**USAFA**—United States Air Force Academy

**UTE**—utilization

**WUC**—work unit code

**XC**—cross-country

### *Terms*

**Additions**—Sorties or missions or aircraft flown, but not printed, on the weekly utilization and maintenance schedule for a given day.

**Adjustment**—A formally coordinated change to a unit's annual FHP. An adjustment changes the total annual allocation and usually results in a reflow.

**Attrition (aircraft)**—Excess to PAI requirements procured to ensure aircraft fleet size remains the same, both at the beginning and end of the life cycle. No operating resources are allocated for these aircraft in the defense budget.

**Attrition (sorties or missions)**—Losses expected based on historical data. Sorties or missions added by maintenance scheduling to a unit's sortie or mission requirement to allow for expected losses due to maintenance, operations, supply, air traffic control, sympathy, higher headquarters, other cancels, and weather cancels. Attrition sorties or missions are not substitutes for capability shortfalls; they are added to the contract to ensure mission goals are met.

**Attrition rate (hours, sorties, or missions)**—Percent of scheduled hours, sorties or missions that are cancelled (log zero time) for any reason (operations, maintenance, weather, other).

**Average daily sortie rate**—The number of sorties or missions planned for that month from the annual plan divided by the number of O&M days in that month.

**Average sortie duration (ASD)**—The average time flown per sortie by type of aircraft, determined by dividing total hours flown by total sorties flown. HQ AETC/A3 establishes the annual planning ASD. The ASD is not used as a flying objective.

**Average mission duration (AMD)**—The average time flown per mission by type of aircraft, determined by dividing total hours flown by total missions flown. HQ AETC/A3 establishes the annual planning AMD. The AMD is not used as a flying objective.

**Backup aircraft inventory (BAI)**—Aircraft over and above the PAI to permit scheduled and unscheduled depot-level maintenance, modifications, inspections, and repair without a reduction of aircraft for the operation tasking. No operating resources are allocated for these aircraft in the defense budget.

**Cross—Country (XC) Mission**—A scheduled mission planned to remain overnight at other than home station or auxiliary field.

**Deviation**—A departure from the printed weekly utilization and maintenance schedule.

**Engine running crew change (ERCC)**—A sortie or mission scheduled to relaunch a tanker, airlift, tanker transport trainer, or rotary wing aircraft after a crewmember change without shutting down engines. The purpose of this scheduled event is to make up for partially missed operational training events that occurred on previous sortie or missions.

—An ERCC does not require any aircraft maintenance support except to meet local safety requirements (marshalling, safety or fire guard, etc.).

—If an ERCC is not printed in the weekly schedule, but required due to a missed operational training event, it must be added using an AF IMT 2407.

—An ERCC is a scheduled event and is used in sortie or mission effectiveness computations when printed in future weekly schedules.

—Do not use an ERCC in sortie or mission effectiveness computations if the ERCC sortie or mission is added during the same week an objective is lost.

**Ferry sorties or missions**—Sorties or missions used to support unscheduled depot input and return, transfer, etc. When sortie or mission requirements are known prior to printing the flying schedule, include them in the weekly schedule and identify the type in the applicable remarks column. Any deviations that occur are nonchargeable and not used in scheduling effectiveness computations. Use the “other” category to record sortie or mission cancellations. Ferry sortie or mission requirements generated too late for inclusion in the flying schedule will be documented as a new line and considered flown as scheduled.

**First—Go sortie**—The first scheduled takeoff for a single or group of aircraft.

**Historical attrition**—Average historical sortie or mission losses for maintenance, operations, weather, other, and supply. Schedulers use historical attrition when completing AETC IMTs 206 and 206A. Attrition is always expressed as additions to the sortie or mission or hourly requirement.

**Ineffective sortie or mission**—A sortie or mission that did not complete minimum training requirements as determined by the aircrew. Therefore another sortie or mission is required to complete the original training objective. Commanders establish ineffective sortie or mission guidelines in the form of a local OI to ensure consistency in determining reflly factors. See reflly rate.

**Interchange**—Printed aircraft tail number swaps made to the daily portion of the weekly schedule.

**Local sortie or mission**—Sorties or missions launched at the home station (includes O&B and XC) or a deployed location when launched and recovered by parent maintenance support. Includes deployed sorties or missions flown geographically away from home base or at simulated isolated areas on home base.

**Maintenance attrition rate**—Average percentage of scheduled sorties or missions not flown due to maintenance nondeliveries.

**Mission**—A primary objective for which an aircraft is operated. It may consist of an increment of one or more sorties. For example, a mission may involve two sorties or, in the case of an inflight refueling, several missions may be accomplished in one sortie (AFI 11-401, *Aviation Management*).

**Monthly flying and maintenance plan**—The combination of planned monthly sorties or missions and maintenance events planned in support of those sorties or missions that will be performed during the effective month. A systematic approach of matching operational requirements to maintenance capabilities (AFI 21-101 and its AETC Sup 1).

**Monthly sortie or mission contract**—A written agreement approved by the WG/CC that specifies the number of sorties or missions and hours to be flown during the monthly period



designated. The contract does not include attrition sorties or missions nor are attrition sorties or missions substitutes for capability shortfalls. The contract is based on student production, UTE rates, and instructor and maintenance capabilities.

**Off—station sortie or mission**—All sorties or missions launched from other than the home station and/or auxiliary field not supported by the parent maintenance support.

**Operation and maintenance (O&M) days**—The number of calendar days in a year, month, or week minus Saturdays, Sundays, and Federal holidays.

**Operations adds**—Sorties or missions added by operations to the weekly schedule.

**Operations attrition rate**—Average percentage of scheduled sorties or missions not flown for operational reasons (for example, aircrew nonavailability).

**Operations deletion**—Sorties or missions deleted by operations from the weekly schedule.

**Operations squadron**—Synonymous with flying squadron, fighter squadron, training squadron, or airlift squadron.

**Other attrition rate**—Average percentage of scheduled sorties or missions not flown due to factors beyond the control of the unit (for example, air traffic control or higher headquarters).

**Out and back (O&B) mission**—A mission scheduled to depart and return on the same day, consisting of at least one off-station launch.

**Primary aircraft inventory (PAI)**—Aircraft assigned to meet the primary aircraft authorization for performance of the operational and support mission to include wing-level maintenance requirements. PAI forms the basis of the allocation of operating resources to include manpower, support equipment, and flying hour funds. For aircraft managed under an Hourly UTE rate: Calculated as annual hours required divided by the programmed annual UTE rate divided by 12 months. For aircraft managed under a Sortie UTE rate: Calculate as annual hours required divided by programmed annual UTE rate divided by 12 months divided by the programmed ASD.

**Prime fliers**—Number of aircraft committed to the daily schedule excluding spare aircraft, aircraft required for FCFs, and aircraft required for ferry sorties or missions.

**Reconstitution reserve**—Aircraft currently stored, but planned to return to operation. Commonly referred to as flyable storage aircraft.

**Reflow**—A reallocation of program elements (hours, sorties or missions, ASD/AMD, UTE) carried out across the remainder of the month or year that does not change the total annual allocation. Reflows will always accompany a flying hour adjustment. Reflows of execution deviations may or may not be applied to execution models.

**Refly rate (hours, sorties, or missions)**—Hours, sorties, or missions flown in excess of syllabus requirements, expressed as a percentage. Includes any student sorties or missions that were airborne, but were incomplete or unsatisfactory, required additional training, etc. Only applies to student training sorties or missions. Does not include cancelled hours, sorties, or missions.

**Required sorties or missions**—Number of sorties or missions to be flown to meet wing objectives. These are the numbers of sorties or missions that ensure training and proficiency requirements are met as reflected in the AETC PA. Includes reflly sorties or missions. For an

hourly UTE rate, required hours, sorties, or missions are the number of hours, sorties, or missions that ensure training and proficiency requirements are met by achieving the annual goal reflected in the AETC PA.

**Scheduled sorties or missions**—The sum of required and attrition sorties or missions.

**Scheduled takeoff**—The takeoff time printed in the daily portion of the weekly schedule for each sortie or mission line number. If the sortie or mission line number takeoff time is changed at the daily scheduling meeting for the next day and recorded on an AF IMT 2407, that time becomes the new scheduled takeoff time. A sortie or mission line number takeoff time change of  $\pm 15$  minutes does not require an AF IMT 2407, but it must be agreed to by maintenance and now becomes the new scheduled takeoff time.

**Sortie**—The definition of a sortie is outlined in AFI 11-401, In addition the following rules apply:

1. A sortie ends when performing a refuel operation (actual or simulated).
2. A series of practice landings (touch and gos) will be debriefed as one sortie or mission.
- 3. Helicopter sorties with multiple landings and takeoffs will be documented as one sortie (line #) unless stopped based on the definition in AFI 11—401 and AETCI 21-104.**
4. Multiple helicopter takeoffs and landings involving FCF requirements will be documented as one sortie or mission.
5. Each sortie or mission will be debriefed in the MIS with a unique sortie or mission line number.

**EXCEPTIONS:** During training missions that require the uploading or downloading of paratroopers or passengers, the aircraft may be shut down during this operation and once readied for takeoff will be considered an extension of the original sortie or mission. (This does not include crewmembers.)

**Spare aircraft**—Aircraft committed to the flying schedule in addition to the prime flyers. Spares are identified on the flying schedule to be used at the discretion of the production supervisor to replace NMC or PMC aircraft when needed. Other aircraft considered as useable spares are those that have flown in an earlier sortie or mission on the day needed, to include FCF- or OCF-released aircraft and those scheduled for a sortie or mission that has been cancelled or aborted.

**Student sorties or missions**—Sorties or missions necessary to accomplish the current syllabus of instruction.

**Supply**—The average percentage of scheduled sorties or missions not flown due to nonavailability of mission essential parts (to include CLS-provided support equipment) or fuel.

**Support sorties or missions**—Nonstudent sorties or missions required in support of the mission by AFI 11-401; AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*; and the applicable AETC 51-series directives.

**Sympathy aborts or delays**—Deviations that occur when a flight of two or more aircraft under the command of a flight leader or instructor pilot are deleted, aborted, or late due to a deletion, abort, or delay of one or more of the aircraft in the flight or a supporting flight. Dissimilar air

combat tactics delayed by the other aircraft. Cancellations caused by an aircraft's scheduled tanker, receiver, or mission event.

**“T” designated aircraft**—A term used to describe AETC-assigned aircraft that are designated as trainers; that is, all MDSs of the T-1, T-6, and T-38 aircraft.

**Total aircraft inventory (TAI)**—Aircraft assigned to operating forces for mission accomplishment. Includes PAI, attrition, BAI, and reconstitution reserve.

**Turnaround time**—The time from takeoff to takeoff for the same aircraft.

**UTE rate**—The average number of required sorties or missions (or hours) flown (planned or actual) per PAI aircraft for a specific timeframe. HQ AETC/A4 establishes the annual maximum sustainable UTE rate. The monthly UTE rate is calculated as monthly sorties or missions (or hours) flown divided by PAI. The annual UTE rate is calculated as annual sorties or missions (or hours) flown divided by PAI divided by 12 months.

**Weather attrition rate**—Average percentage of scheduled sorties or missions not flown due to weather.

**Attachment 2****INSTRUCTIONS FOR COMPLETING AETC IMT 206C, AIRCRAFT DEVIATION RECORD**

**A2.1. General.** The MOC function will use AETC IMT 206C to record information as events happen. **NOTE:** A locally developed product may be used in lieu of the AETC IMT 206C, but it must include all data listed in this attachment.

**A2.2. Header Information for AETC IMT 206C.** The top of the IMT summarizes the day's flying. Enter the date, page numbers, and the following header information:

A2.2.1. **MDS.** Aircraft MDS.

A2.2.2. **Squadron.** OS number designation.

A2.2.3. **Sorties Required.** Number of required sorties or missions (from AETC IMT 206A, Block 4a).

A2.2.4. **Local Sorties Sched.** Number of total student and support local sorties or missions scheduled (from AETC IMT 206A, Block 6a). These are the sorties or missions used for sortie or mission effectiveness rates.

A2.2.5. **Acft CAP.** Number of prime fliers or spare aircraft (from AETC IMT 206A, Block 5a).

A2.2.6. **MX Del.** Total number of aircraft deleted from the schedule and replaced by an unscheduled aircraft to fly.

A2.2.7. **Ops Add.** Total number of operational sorties or missions added.

A2.2.8. **Ops Del.** Total number of operational sorties or missions deleted.

A2.2.9. **WX Add.** Total number of weather adds.

A2.2.10. **WX Delete.** Total number of weather deletes.

A2.2.11. **Oth Add.** Total number of other adds.

A2.2.12. **Oth Delete.** Total number of other deletes.

A2.2.13. **FCF.** Total number of FCFs or OCFs flown for that date.

A2.2.14. **Ferry.** Total number of ferry sorties or missions flown for that date.

A2.2.15. **Local Sorties.** Total local sorties or missions flown for deviation reporting.

A2.2.16. **Total Sorties.** All sorties or missions flown.

**A2.3. Lower Part of AETC IMT 206C.** Enter the following in the lower part of the IMT:

A2.3.1. **Acft Serial No.** Aircraft ID number.

A2.3.2. **Spare.** Yes or No.

A2.3.3. **Launch No.** The launch period for that aircraft for the day on which the deviation happened. For example, if the aircraft deviated on the first launch of the day, enter a "1."

A2.3.4. **Work Unit Code.** The work unit code (WUC) that most accurately identifies the component that caused the deviation; for example, the lowest possible WUC. Use system or subsystem WUCs (for example, 23000 or 23A00) only on CND actions with how malfunction code 799. Use general support WUCs only for actions such as no fuel, no oxygen, or de-icing. The function responsible for the repair action will provide the WUC to the MOC. If, by the end of the day, the aircraft is still in work and the precise WUC is not known, use the WUC of the component being worked at the time or WUC of the component on order.

A2.3.5. **How Mal.** Use the how malfunction code that best describes the nature of the defect. The function responsible for the repair action provides this code. Use how malfunction code 799 when the reported discrepancy is a CND. Enter three zeros (000) if a support general WUC is used.

A2.3.6. **Time Out.** The time the aircraft deviated.

A2.3.7. **Event ID.** The four-character sequence number.

A2.3.8. **Other, Air Abort, Gnd Abort, Add, Delete, MND, SND, and OND.** Mark the applicable blocks to record deviations. A ground abort may also qualify as a maintenance nondelivery. Identify deviations as C for chargeable and N for nonchargeable.

A2.3.9. **Cause/Comments.** Identify the cause and a brief description of the deviation; for example, MX - LANTIRN will not ID target or OPS - add in excess of cumulative prorated attrition.

A2.3.10. **Corrective Action.** Describe the corrective action.

A2.3.11. **Subtotal.** Number of chargeable (C) and nonchargeable (N) deviations per row.

A2.3.12. **Total.** Summarizes total chargeable (C) and nonchargeable (N) deviations.

## Attachment 3

**FORMAT FOR NEW PROGRAM SUBMISSION OR PROGRAM CHANGE OR  
UPDATE (ANNUAL PLAN)**

FROM: WING//CC//

TO: HQ AETC RANDOLPH AFB TX// A2/3//A3RA/A4/7//A4MMA//

INFO: 19 AF RANDOLPH AFB TX//A3//

UNCLAS

SUBJECT: FY(XX) UTE AND FLYING HOUR PROGRAM (UNIT) (MDS)

1. THE FOLLOWING PROGRAM SUBMISSION OR UPDATE IS FORWARDED FOR  
YOUR REVIEW AND APPROVAL:

MONTH	PAI	UTE	SORTIES OR MISSIONS	ASD/AMD	HRS
OCT	XX	XX.X	XXXX	X.XX	XXX
NOV	XX	XX.X	XXXX	X.XX	XXX
DEC	XX	XX.X	XXXX	X.XX	XXX
JAN	XX	XX.X	XXXX	X.XX	XXX
FEB	XX	XX.X	XXXX	X.XX	XXX
MAR	XX	XX.X	XXXX	X.XX	XXX
APR	XX	XX.X	XXXX	X.XX	XXX
MAY	XX	XX.X	XXXX	X.XX	XXX
JUN	XX	XX.X	XXXX	X.XX	XXX
JUL	XX	XX.X	XXXX	X.XX	XXX
AUG	XX	XX.X	XXXX	X.XX	XXX
SEP	XX	XX.X	XXXX	X.XX	XXX
TOTAL	XX	XX.X	XXXX	X.XX	XXX

2. *(Specific justification for changes in total annual hours or cumulative UTE are required. Identify hours, sorties, or missions, removed or added from the fiscal year total, that are awaiting submission for FHP adjustments per paragraph 12.21 of this instruction.)*

3. POC IS (name), (office symbol) and (DSN).

**(NOTE:** Based on the flying operation, use only sorties and ASD or missions and AMD.)

**Attachment 4****INSTRUCTIONS FOR COMPLETING AETC IMT 206, MONTHLY FLYING COORDINATION**

**A4.1. Cumulative FY UTE Data (Block 1).** Fill in the header information as appropriate. **NOTE:** A locally developed product may be used in lieu of AETC IMT 206, but it must include all data listed in this attachment.

A4.1.1. **Block 1a.** Planned cumulative data for hours, sorties, or missions and UTE to date.

A4.1.2. **Block 1b.** Actual cumulative data for hours, sorties, or missions and UTE flown to date.

A4.1.3. **Block 1c.** Variance cumulative data or delta for the fiscal year. The difference between Blocks 1a and 1b.

**A4.2. Student Event Time-Line Position (Block 2):** (**NOTE:** For students not tracked by time-line position, this data is not required.)

A4.2.1. **Block 2a.** Current student event time-line position.

A4.2.2. **Block 2b.** Projected student event time-line position based on flying the planned month's UTE.

**A4.3. Attrition Data (Block 3):**

A4.3.1. **Block 3a.** Planned cumulative attrition (sorties, missions, or hours).

A4.3.2. **Block 3b.** Actual cumulative attrition (sorties, missions, or hours) experienced.

A4.3.3. **Block 3c.** Variance cumulative attrition or delta (sorties, missions, or hours).

**A4.4. Historical Attrition (Block 4).** The percent of attrition forecast to be lost for weather, maintenance, supply, operations (not sorties or missions lost to aircrew DNIF, ERCC, or ineffective sorties or missions), other, and total.

A4.4.1. **Block 4a.** The top lists the weather percent factor, and the bottom lists the prorated weather attrition sorties or missions added each day for the month. Prorated weather attrition sorties or missions are used for managing nonchargeable weather additions. For prorated sorties or missions computation application, required sorties or missions are divided by 1 minus the weather factor equals weather sorties or missions scheduled. Weather sorties or missions scheduled subtracted from required sorties or missions equals expected weather losses. Then divide expected weather losses by O&M days. These are the daily-prorated weather additions. For example, if Block 5a is 2,102 and the top of Block 4a is 20%,  $2,102 / (1-.20)$  equals 2,628 sorties or missions, 2,628 minus 2,102 equals 526 weather attrition sorties or missions, and 21 O&M days equals 25 sorties or missions added each day for weather.

A4.4.2. **Block 4b.** Percentage of projected maintenance losses.

A4.4.3. **Block 4c.** Percentage of projected losses for supply.

A4.4.4. **Block 4d.** Percentage of projected operational losses.

A4.4.5. **Block 4e.** Percentage of projected losses due to factors other than maintenance, supply, or operations.

A4.4.6. **Block 4f.** Total attrition factor used for additions to the monthly plan.

**A4.5. Sortie Data (Block 5).** Squadron operations scheduling determines the required sortie or mission variable to use for attrition application (student only or student and support). Compute scheduled sorties or missions as required—sorties or missions divided by 1 minus the attrition factor. For example, if Block 5a is 2,102 and Block 4f is 25%, 2,102 divided (1-.25) equals 2,803 sorties or missions. **NOTE:** For hourly UTE, compute as hours planned divided by the ASD/AMD.

A4.5.1. **Block 5a.** The number of sorties or missions required to meet and/or maintain the cumulative and planned UTE rate for the month planned.

A4.5.2. **Block 5b.** The number of sorties or missions the attrition factor will be applied against (paragraph 14.8).

A4.5.3. **Block 5c.** Equals Block 5b (1 - Block 4f).

A4.5.4. **Block 5d.** The sum of Blocks 5a and 5c.

**A4.6. Forecast UTE Data (Block 6):**

A4.6.1. **Block 6a.** Required UTE data. The total number of flying hours required to meet and/or maintain the current annual plan and syllabus. Enter the required hours, sorties, or missions; UTE; and planned ASD/AMD.

A4.6.2. **Block 6b.** Scheduled UTE data (requirement plus attrition). Number of flying hours scheduled to be flown. Then enter scheduled hours, sorties or missions, UTE, and ASD/AMD.

**A4.7. Sortie Breakdown (Block 7).** Monthly plan as follows:

A4.7.1. **Block 7a.** Local sorties or missions scheduled, separated by student, support, and total.

A4.7.2. **Block 7b.** Off-station sorties or missions scheduled, separated by student, support, and total.

A4.7.3. **Block 7c.** FCF, ferry sorties, or missions scheduled, separated by student, support, and total.

A4.7.4. **Block 7d.** Total sorties or missions scheduled, separated by student, support, and total.

**A4.8. Remarks.** Free area. To be used as needed.



## Attachment 5

### INSTRUCTIONS FOR COMPLETING AETC IMT 206A, WEEKLY FLYING COORDINATION

**A5.1. Monthly Utilization Progress Data (Block 1).** Fill in the header information as appropriate. **NOTE:** A locally developed product may be used in lieu of the AETC IMT but must include all data listed in this attachment.

A5.1.1. **Block 1a.** Planned monthly cumulative hours, sorties, missions, and UTE up to the as-of date.

A5.1.2. **Block 1b.** Actual monthly cumulative hours, sorties, missions, and UTE up to the as-of date.

A5.1.3. **Block 1c.** Monthly comparison of any variance or delta experienced during the attainment of the monthly goal for hours, sorties, missions, and UTE.

**A5.2. Student Event Time-Line Position (Block 2):** (**NOTE:** For students not tracked by time-line position, this data is not required.)

A5.2.1. **Block 2a.** Current event position.

A5.2.2. **Block 2b.** Projected event position based on the weekly flying schedule.

**A5.3. Attrition Data (Block 3):**

A5.3.1. **Block 3a.** The planned or added attrition of the monthly plan.

A5.3.2. **Block 3b.** The actual attrition experienced.

A5.3.3. **Block 3c.** Any variance or delta of attrition planned and experienced.

**A5.4. Sortie Data (Block 4):**

A5.4.1. **Block 4a.** The required sorties or missions for each day of the week and total.

A5.4.2. **Block 4b.** The quantity of sorties or missions the monthly total attrition variable will be applied to each day of the week and a total figure. Local decision as to what sortie or mission categories may be used. For example, student time only or all, including support.

A5.4.3. **Block 4c.** The quotient of Block 4b, attrition applied, divided by the total attrition variable for the month for each day of the week and a total.

A5.4.4. **Block 4d.** The sum of Blocks 4a and 4c equals total scheduled for each day of the week.

**A5.5. Planning Data:** (**NOTE:** For maintenance and operations schedulers.)

A5.5.1. **Block 5a.** The number of prime and spare aircraft required to support the flying schedule for each day of the week.

A5.5.2. **Block 5b.** The number of aircraft off-station (O&B, XC, or deployed) that are still possessed.

A5.5.3. **Block 5c.** The first takeoff time of the first sortie or mission The operations attrition rate is the average percentage of scheduled sorties or missions not flown for operational reasons (for example, aircrew nonavailability) for each day of the week.

A5.5.4. **Block 5d.** The last takeoff time of the last sortie or mission for each day of the week.

A5.5.5. **Block 5e.** The last land time for each day of the week.

**A5.6. Sortie Breakdown.** By student and support sorties or missions for each day of the week, as follows:

A5.6.1. **Block 6a.** Locals planned (to include a total).

A5.6.2. **Block 6b.** Off-station scheduled (to include a total).

A5.6.3. **Block 6c.** FCF, OCF, ferry, or any other maintenance or cost of business type sorties or missions (to include a total).

A5.6.4. **Block 6d.** Summary of the totals by day.

## Attachment 6 (Added-LAUGHLINAFB)

## OPS-MX DEVIATION ATTRIBUTION MATRIX

#	Cause	Agency	#	Cause	Agency
1	Sortie cancelled for ORM/safety	OND	40	A scheduled sortie cancelled due to lack of repair parts	SND
2	Crew life support gear related	OND	41	Serviceable item not available	SND
3	Lack of IP availability due to crew rest limitations	OND	42	Late POL delivery resulting in sortie cancellation	SND
4	Lack of IP availability due to IP normal leave or manning; incl. DNIF (1 <sup>st</sup> day or otherwise) if not flown	OND	50	T-1Tail # not called in to Ops as "Crew Ready" within 45 mins T-6 25 mins, and T-38 30 mins of T/O time.	MND
5	Student unavailable (UNSAT/DNIF) with no other students available opted.	OND	51	Aircraft unsuitable for mission requirements, e.g., any incompatible crew restriction imposed by MX performed	MND
6	Crew action loss (over speed, G exceedance, cockpit FOD, hard landing)	OND	52	Aircraft not delivered due to flightline sortie production limitation: not serviced	MND
7	Ops attributable scheduling oversight/conflict	OND	53	(Reserved)	MND
8	Late return from a previous sortie where it is caused by Ops actions	OND	54	Aircraft undergoing repairs with no spares available	MND
9	A sortie Deleted by Ops from the weekly schedule via AF IMT 2407 (without an attempt made to fly)	Ops Delete	56	Ground abort with student not able to step to spare a/c	MND
20	Late return from a previous sortie where it is caused by off-station servicing delays	Other Loss	57	Maintenance GAB/spare delay causes ineffective mission or sortie.	MND
21	HHQ or WG/CC directed unscheduled flying stand-down for safety	Other Loss	58	An aircraft Deleted by Mx from the weekly schedule via AF IMT 2407 (excluding NMC aircraft replacement)	Mx Delete
22	Flying Hour Program year-end close-out during last 15 FY O&M days	Other Loss	60	Flying Status restriction incompatible with student syllabus mission requirements	Wx Loss
23	Aircraft grounded due to immediate action TCTO or one-time inspection	Other Loss	61	Takeoff and Landing Data Category 3 sortie cancellation	Wx Loss

24	Aircraft on a scheduled out-leg that breaks off-station resulting in impact to subsequent local flying	Other Loss	62	Any Index of Thermal Stress (ITS) "Caution/Danger" limitation exceeded resulting in sortie cancellation	Wx Loss
25	ATC/RAPCON/Airspace caused sortie cancellation	Other Loss	63	Scheduled O & B lines deleted due to unsuitable off-station WX or lack of suitable WX for Air-To-Ground Range Airspace	WX Loss
26	Another scheduled aircraft's abort/nondelivery sympathy, e.g., Formation sympathetic abort	Other Loss	70	Wx attrition exceeds forecast; adds for CT and/or student training to return to even on the timeline	Wx Add
27	Cancellation(s) not foreseen that are the result of a HHQ/Wing exercise, e.g., FPCON.	Other Loss	80	HHQ directed sortie that does not appear in the weekly schedule	Other Add
28	Cancellation(s) caused by runway closure/airfield infrastructure/arrestment barrier status	Other Loss	81	Sortie to recover an off-station weather divert aircraft	Other Add
29	UTE Management: < programmed WX attrition occurs and all training objectives are met for the week.	Other Loss	82	Sortie to ferry spare aircraft parts, requirement to support aircraft delivery, aircraft rescue	Other Add
30	Bomb threat / lightning strike / random natural acts	Other Loss	83	Sortie required for other maintenance purpose or requirement, e.g., unscheduled FCF/OCF	Other Add
31	HQ or DV sorties/missions (excluding incentive/familiarization sorties)	Other Loss	84	Previous sortie air abort resulting in Ops incomplete for training requirements; sortie added for training	Other Add
32	Bird Severe status resulting in sortie cancellation; bird-strike	Other Loss	90	Sortie added to the daily flying schedule	Ops Add
33	Local sortie converted to return leg of out and back.	Other Loss	91	Scheduled O & B lines converted to local sorties due unsuitable off-station WX or lack of suitable WX for Air-To-Ground Range Airspace	Ops Add

**Attachment 7 (Added-LAUGHLINAFB)**  
**AIRSHOW SUPPORT CHECKLIST**

Airshow Support Checklist			
Please note the deadline for airshow requests is the 15th of the month prior to the airshow date. (i.e. If you want to go to an event in July, you must submit this request by the 15th of June.)			
(OCONUS airshow requests and/or flyovers that occur with 7 days of a patriotic holiday involve a much more detailed approval process. Requests for these airshows must be received by Wing Programming by the 15th of the month 2 months prior to the event date.)			
<b>To Be Completed by Aircrew</b>			
Current Date	23-Dec-10		
Aircrew names			
Phone number	5920		
Name of airshow	Joint Base Charleston Air Expo 2011		
Location of airshow	North Charleston, SC		
Date(s) of airshow	16-Apr-11		
Number and type of aircraft	1 T-38C	Note: Per 19AF/CC Letter, only one of each type aircraft per airshow for static displays.	
Flyover or Static	Unknown		
MX Approval/Date: (Done by Sqdn Programming)	Juan D Soriano / 23 Dec 10		
Squadron DO initials:	CSR		
Remarks			
After filling out the top portion of this form, send an electronic copy to 47 OSS Wing Programming (Wing Programming). Wing Programming will then contact 19 AF to reserve the airshow. (If another wing has previously signed up for the same airshow with the same type aircraft then you will not be allowed to go. 19 AF no longer recognizes "by name requests." The process is first come, first serve.) The process of receiving 19 AF approval usually takes 1-2 days. If Wing Programming does not contact you, please call them at x4344.			
<b>For Wing Programming Internal Use</b>			
19 AF Approval/Date			
Remarks			
After receiving 19 AF approval, the aircrew must complete the "Aircrew Section." Some events may require additional coordination. Wing Programming will pass along this information as applicable. When finished, give a copy of this checklist to Squadron Programming.			
<b>Aircrew Section</b>			
	Name	Date	
Brief SQ/CC (Statics & Flyovers)			
Brief 47 OG/CC (Flyovers only)			
Order jet from Sqdn Programming (Min 3 weeks prior to event)			
Force Protection Approval*			* See 19 AF website below for FP requirement:
Contact airshow POC			<a href="https://19af.randolph.af.mil/Ops%20Summary/Events%20Tracker/Aerial%20Events%20Tracker%20FY%202006.htm">https://19af.randolph.af.mil/Ops%20Summary/Events%20Tracker/Aerial%20Events%20Tracker%20FY%202006.htm</a>
Contact local recruiters			
Contact PA for media briefing (x5988)			
<b>If you have any questions, please contact Wing Programming x4344.</b>			
Current as of: 24 Feb 06			

**Attachment 8 (Added-LAUGHLINAFB)****REQUEST FOR HANGAR USE**

DEPARTMENT OF THE AIR FORCE  
47th Flying Training Wing



Date

MEMORANDUM FOR 47 FTW/MX (Dep)  
47 FTW/MXOS  
IN TURN

FROM:       ORG  
          Address  
          Laughlin AFB, TX 78843

SUBJECT: Request Use of Hangar

1. The (XX squadron/or group) will be conducting a XXX on (day), (dd mmm yy). We are requesting to use Hangar X from dd mmm yy/time L to dd mmm yy/time L for XXX. Pertinent details follow here...
2. We understand that use of a hangar requires adequately ensuring backup procedures are in place. In cases of inclement weather the hangar is used for sheltering aircraft and must be expeditiously available.
3. Hangar will be returned in the same condition as it is received to be available on a non-interference basis with flying or aircraft maintenance operations. Details will be coordinated at least one week prior to the event.
4. POC for this event is NAME and can be reached at extension xXXXXX if you have any questions.

//signed//

SIGNATURE BLOCK  
TITLE of Squadron CC or equivalent

**Attachment 9 (Added-LAUGHLINAFB)****REQUEST FOR STATIC AT LAUGHLIN AFB**

DEPARTMENT OF THE AIR FORCE  
47th Flying Training Wing  
30 March 2011

MEMORANDUM FOR 47 OSS/OSOS

FROM: 47 FTW/PA

SUBJECT: T-6 Static Display for JROTC Tour

1. Public Affairs is requesting a T-6 static display for a Junior ROTC tour group from Uvalde, Texas.
2. We request the display take place in front of Base Ops at the Red "I". It will need to be on display from 1130-1330 on the 7th of April.
3. If you have any questions, please contact the POC for this event, MSgt Blake Mize, at x5262.

//signed//

ANGELA MARTIN, 2nd Lt, USAF  
Deputy Chief of Public Affairs

1<sup>st</sup> Ind, 47 OSS/OSOS

30 March 2011

MEMORANDUM FOR 47 FTW/MXOS  
47 SFS/S5S  
47 OSS/OSAM

47 OSS/OSOS has reviewed this static display request.

//unsigned/cmd//

CHRISTOPHER M. De WINNE,

Capt, USAF



Chief, Wing Programming

**Sample Flightline Set-Up Diagram**